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LEASING AUTHORITIES AND MANAGEMENT OF THE BELTSVILLE RESEARCH CENTER

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Chiefs of Bureaus

Secy.

February 27, 1939.

MEMORANDUM NO. 809

In order to meet the expanding needs of the Department, the present Division of Operations will, effective March 1, 1939, be known as the Office of Plant and Operations, and its functions will be:

1. Responsibility for housing the operating plants of the Department for both the District of Columbia and the Field, such responsibility to include:

   (a) Initiation of a long range program of planning the most efficient housing of Departmental activities.

   (b) Active prosecution of approved housing projects for the Department's activities.

   (c) Study of possible consolidation of the housing of operating plants with a view to securing greater economy and efficiency of operation.

   (d) Responsibility for the maintenance of a current registry of real property, for space control and assignments, construction, repairs, relations with the National Park Service of the Department of Interior as they pertain to space and its maintenance in the District of Columbia, property management and maintenance, allotment and control of parking areas, leases, and related matters.

2. Responsibility for development, by collaborative methods with the operating Bureaus, of Departmental standards for equipment, including automotive and other heavy equipment, its operation and maintenance, also aerial, photographic and other optical equipment, and the study of such other related matters as may be determined from time to time or have already been outlined in my memorandum of June 8, 1938, establishing the Technical Advisory Board.

3. Responsibility for the Department's Communications System, including, in addition to those functions which now comprise a part of the work of the present Division of

BROUGHT FORWARD

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4. Responsibility for administrative functions, such as fiscal and personnel control, for the Office of the Secretary, including the Offices of Budget and Finance, Personnel, Plant and Operations, Land Use Coordination, Marketing and Regulatory Work, and the maintenance of pertinent records.

5. Responsibility for the Departmental service and management functions of the Beltsville Research Center and supervision of the Office of General Superintendent.

6. Responsibility for operation and maintenance of the Department's Garage and Motor Transport System for the District of Columbia.

The following activities are hereby transferred to the Office of Plant and Operations:

(1) The Division of Operations (now a part of the Office of the Secretary).

(2) The Technical Advisory Board from the Office of Budget and Finance.

(3) Office of General Superintendent, Beltsville Research Center, Beltsville, Maryland.

Mr. Arthur B. Thatcher is hereby appointed as Chief of the Office of Plant and Operations. He is also designated as Real Estate Officer for the Department and is hereby delegated to sign "For the Secretary" such leases for space and related instruments as are now required by the Department Regulations to be signed by the Secretary or Acting Secretary.

The Department Housing Committee, as outlined in the last paragraph of Department Memorandum No. 646, dated May 17, 1934, is hereby abolished.

(Signed)

H A Wallace

Secretary of Agriculture.

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H. A. Wallace

Secretary of Agriculture.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D.C.

APR 3 - 1939

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

There has been presented to me, for consideration and approval, a proposed memorandum for your signature, effective April 16, 1939, placing upon the Chief of the Office of Plant and Operations the responsibility of all actions involving the leasing, to the Government, of office, storage, laboratory, and/or related types of space. This responsibility, it appears, will include the acceptance of proposals, waiving of newspaper advertisement, the preparation of leases, renewals, terminations, etc., but will not include such leasing transactions for which prior authority for acceptance, preparation and execution has been granted various bureaus of the Department.

I have carefully considered the memorandum, with the various inevitable implications, patent and latent, and am constrained to the view that the wisdom of such a change in the leasing procedure is gravely questionable.

Since it is required by law (Act of Congress, approved May 26, 1910, 36 Stat. 416; 5 U.S.C., Section 518), that the legal work of the Department of Agriculture be performed under the supervision and direction of the Solicitor, it is assumed that legal determinations are not to be made in the Office of Plant and Operations and this view is strengthened by the statement in the proposed memorandum that points which appear to require legal consideration are to be referred to the Solicitor's Office. However, it is submitted that a lease, by its nature, is a legal instrument and possible legal complications may not be apparent to the lay mind. This thought is emphasized by Paragraph 1111 of the Regulations of the Department, wherein the Solicitor "is charged with the preparation and supervision of all legal papers to which the Department is a party."

I would invite your attention to the fact that while the preparation of a lease has become more or less formalized through the adoption and use of a standard government form, it is, nevertheless, a legal instrument requiring, in its preparation and execution, the application of certain legal principles. There follows the execution of the lease, by the lessor, the question in a great many cases of his authority to execute the same and, to determine this, it is necessary to require the submission of, and to construe, numerous collateral instruments involving wills, deeds, declarations of trust, executorships, administrations, agencies, receiverships, joint ownerships, partnerships, corporations, joint stock companies, unincorporated associations, and many others which cannot be anticipated. There is also involved, of course, the consideration of the local laws of the several states in

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D.C.

APR 3 - 1959

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Dear Mr. Secretary:

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which the property is situated as well as applicable Federal statutes and Comptroller General's decisions.

By following the proposed procedure transmittal time may be saved in eliminating legal consideration as to those instruments of a simple nature at the expense, however, of legal accuracy. But as to the balance of these instruments, considerable time will be consumed in the formal submission of the questions involved and the rendering of formal legal opinions by this office.

While this Office is not aware of any complaints of unreasonable delays in the preparation of leases, if such exist, it would seem that they might better be met by the assignment of increased personnel in this Office rather than the assignment of the work to personnel not technically equipped for their requisite consideration.

If, notwithstanding the foregoing, it is decided to adopt the proposed procedure, this Office stands ready to render all possible assistance in connection with any questions presented in any given case.

Respectfully yours,

Martin G. White

Solicitor.

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Respectfully yours,

Solicitor.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

April 5, 1939.

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

Reference is made to the Solicitor's memorandum dated April 3, 1939, concerning the attached proposed memorandum vesting responsibility in the matter of leasing procedure in the Office of Plant and Operations.

May I state in the beginning that in the interests of efficiency and expeditious service to the bureaus, a very careful study was made of the present procedure governing the processing of leases and related actions, as well as the responsibility involved in the recommended revision of that procedure, before it was determined to submit the attached memorandum. Quite naturally this office intends to place the work in the hands of qualified individuals who have had extended experience in this field.

With regard to the functions of the Solicitor's Office as outlined in Paragraph 1111 of the Departmental Regulations, your attention is invited to the fact that a precedent has already been established, with the approval of the Solicitor's Office, whereby Paragraph 3312 of the Regulations provides that chiefs of bureaus or other officers designated by them may negotiate and handle all details incident to lease procedure, including the preparation and execution, where the amounts involved on an annual basis are not in excess of $500. In the case of two bureaus this authority has been extended to cover amounts not in excess of $1,000 per annum. In the case of a third bureau, except as to the acquisition of space for regional office use and experiment station headquarters, full authority has been granted administrative officers to prepare and execute leases and related instruments.

The legal points outlined in the fourth paragraph of the Solicitor's memorandum (which comprise only a portion of the general legal considerations incident to the processing of a lease or related action) are readily recognized. It is desired to point out, however, that the factors mentioned do not recognize any dollar value. The principles are equally applicable to leases whether the amount payable by the Government under a single instrument is less than, or greater than, $500.

It is interesting to note that all negotiations leading to the preparation of a lease are conducted outside of the Solicitor's Office. The administrative officers of the bureaus prepare specifications and solicit bids. After review, the bids are submitted with proper administrative recommendation to the Office of Plant and Operations. This office, after examination of the specifications and bids in the light of existing laws, regulations and decisions, makes a definite recommendation to the Division of Purchase, Sales and Traffic as to award to the lowest acceptable bidder. That Division then makes the award and the entire file is referred to the Solicitor's Office for preparation of a lease. Whereas it is true that the resulting lease is a legal document, yet it is actually only a confirmation of documents (invitation, bid and acceptance); it is the result of legal and binding actions.

A more detailed outline of the present lease procedure as submitted in a memorandum to Mr. Setter vividly portrays the time factor in the processing of a lease or related action. In order to decrease this time factor and render outstanding service to the bureaus, it is necessary that all extra and unnecessary parts played by other offices in the handling of a lease or related actions be eliminated and that the responsibility for this service be vested in one office.

It is not the intention of this office to render legal opinions concerning leases or related actions. In the normal run of cases this office will be guided by existing laws, regulations, Comptroller General decisions, etc. As indicated in the last paragraph of the proposed memorandum, where questions of a legal complexity are involved, due reference will be made to the Solicitor's Office, and it is hoped that considerable time will not be consumed in rendering legal opinions.

After considering all of the existing facts in this matter, it is earnestly hoped that you will give favorable consideration to the proposed memorandum submitted for your signature.

Very truly yours,

Arthur B. Thatcher

Arthur B. Thatcher,
Chief, Office of Plant and Operations.

DEPARTMENT OF AGRICULTURE
WASHINGTON

April 15, 1939.

MEMORANDUM FOR CHIEF
OFFICE OF PLANT AND OPERATIONS

Dear Mr. Thatcher:

Effective April 16, 1939, all actions involving the leasing to the Government of office, storage, laboratory, and/or related types of space, shall be the responsibility of the Chief of the Office of Plant and Operations. This responsibility shall include the acceptance of proposals, waiving of newspaper advertisement, the preparation of leases, renewals, terminations, etc., covering such types of space.

It will be the responsibility of the Office of Plant and Operations to refer said documents to the Office of the Solicitor for determination as to legal sufficiency in the following instances:

1. After preparation.
2. Prior to execution on behalf of the Department.

It will also be the responsibility of the Office of Plant and Operations to refer to the Office of Budget and Finance such lease transactions which have unusual budgetary implications.

This order will not apply to such leasing transactions for which prior authority for acceptance, preparation and execution has been granted various bureaus of the Department.

It will be the responsibility of the Office of Plant and Operations to refer to the Solicitor's Office any cases which, because of their complexity or other points of a legal nature involved, would appear to require legal opinion before final consummation.

Sincerely,

H A Wallace

Secretary.

MEMORANDUM FOR CHIEF
OFFICE OF PLANT AND OPERATIONS

Dear Mr. Thatcher:

Effective April 16, 1938, all actions involving the leasing to the Government of office, storage, laboratory, and/or related types of space, shall be the responsibility of the Chief of the Office of Plant and Operations. This responsibility shall include the acceptance of proposals, waiving of newspaper advertisement, the preparation of leases, renewals, terminations, etc., covering such types of space.

This order will not apply to such leasing transactions for which prior authority for acceptance, preparation and execution has been granted various bureaus of the Department.

It will be the responsibility of the Office of Plant and Operations to refer to the Solicitor's Office any cases which, because of their complexity or other points of a legal nature involved, would appear to require legal opinion before final consummation.

Sincerely,

Secretary.

EXPLANATORY STATEMENT

Memorandum numbered 809, dated February 27, 1939, and the subsequent memorandum for the Chief of the Office of Plant and Operations, dated April 15, 1939, have been construed to apply to office, storage, laboratory and/or related types of space. The actions taken by this office have been in conformance with such construction. However, it has been estimated that there are approximately 100 to 150 "land" lease actions involving acceptance and/or execution and other related actions which are processessed through this office each fiscal year.

In the majority of cases where land is leased by the Department, a formal solicitation of bids is not made, as the land is selected for one or more reasons which precludes competition. Since April 15, 1939, leasing actions involving "space" have been different from actions involving the leasing of "land". Under the present procedure, if bids are received covering the leasing of "land", such bids are for acceptance by the Purchase, Sales and Traffic Section. All proposed leases, and supplements thereto relating to such types of leases, are for preparation by the Solicitor's Office and execution by the Secretary or Acting Secretary. However, before any of these actions may be taken, it is first necessary that the requirements of the Office of Plant and Operations be met.

With such a division of authority, it is difficult at times to differentiate between a "land" lease and a "space" lease.

There is no sharp line of division between the two types of cases. Land leases are routed to the Secretary's office for execution, whereas space leases are routed to this office for execution by me "for the Secretary". Such routings are confusing to those persons charged with the responsibility of review, preparation and/or approval.

In the event that the Secretary signs the proposed memorandum, all lease cases, whether "land" or "space", presently flowing through the Office of Plant and Operations, will be handled in the same manner as outlined in a memorandum from the Secretary, dated April 15, 1939.

Arthur B. Thatcher

Chief, Office of Plant and Operations.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

DIVISION OF OPERATION March 9, 1938.

DIVISION OF OPERATION CIRCULAR NO. 15

The following revised digest of lease procedure and of the laws and regulations governing the leasing of real estate has been prepared for the convenience and guidance of the officials of the Department responsible for the handling of lease matters. It is also suggested that the following portions of the Regulations of the U. S. Department of Agriculture be consulted: Regulations 1711, 1712, 1713, 1741, 3117, 3311 to 3317, inclusive, 3321 to 3324, inclusive, 3331, and 3332.

Joseph Haley

Chief, Division of Operation
and Real Estate Officer.

General Requirements of Lease Procedure

A formal lease, prepared on the standard Government lease form (U. S. Standard Form No. 2, revised) and executed by the lessor and the Government, is required in all cases where the total consideration to be paid by the Government exceeds $100. An informal agreement, signed by the lessor, with the signature witnessed if possible, may be used if the total consideration to be paid by the Government is $100 or less.

If the per annum rental rate exceeds $500, the lease shall be executed on behalf of the Government by the Secretary or Acting Secretary of Agriculture. Notices of renewal, terminations, supplemental agreements, and other instruments affecting the status of leases which have been executed by the Secretary or Acting Secretary shall also be executed by the Secretary or Acting Secretary. If the per annum rental rate is $500 or less, the lease or informal agreement may be executed by the Secretary or Acting Secretary of Agriculture or by the chief of bureau or such supervisory officer as the chief of bureau may designate for the purpose.

The form of the instrument does not affect in any way the procedure to be followed unless prior specific exemption has been granted.

A lease or agreement executed by an individual other than the actual owner of the premises must be accompanied by evidence of authority to sign, satisfactory to the Department. This should take the form of power of attorney in the case of an agent; as certificate of authority to sign corporate instruments in the case of a corporation (the certificate at the bottom of Page 3 of the standard Government lease form should be used when the lessor is a corporation); or letters testamentary or instrument showing trusteeship in the case of estates or trusts. If the lessor is an administrator, an order of court authorizing the administrator to execute leases must accompany the letters of administration. Otherwise, the lease must be drawn in the names of the heirs. If the lessor is an executor, a certified copy of the will must be obtained. If it is impossible to obtain a certified copy of the will, a copy prepared by the bureau representative should be furnished. If, under the will, the executor is not authorized to execute leases, an order of court granting him such authority must be obtained. Otherwise, the lease must be drawn in the names of the heirs.

In exceptional cases involving leases with corporations, where it is impracticable or impossible to secure the customary evidence of authority to sign the lease, the Department official with knowledge of the facts should execute a certificate that he has satisfied himself that the officer of the corporation acting on behalf of the principal, is properly authorized to make such a commitment.

A lease or informal agreement may be prepared only for the period of time for which there is an available appropriation, but provision for renewal beyond such period may be incorporated in the original contract.

If the rental rate under the lease exceeds $2,000 per annum, there must be obtained conclusive evidence that the rental charged for the space occupied (exclusive of services to be furnished) does not exceed fifteen percent of the fair market value of the space which it is proposed to lease.

A clause permitting termination by the Government upon thirty days' written notice (to be computed from date of mailing) may be inserted in leases of space for the following reasons only:

(a) Where there is a reasonable probability that the Federal activity involved will be discontinued, or

(b) Where there is a reasonable probability that the Federal activity involved will be able to make a more appropriate arrangement, such as the assignment of quarters in a Federal Building.

Leases and rental agreements must be transmitted to the General Accounting Office within thirty days from date of execution.

When bid specifications call for the subsequent execution of a formal lease, the accepted bid should not be forwarded to the General Accounting Office in advance of the lease contract, but should be retained in the bureau for transmittal with the formal lease.

Executed leases should be assigned the same contract symbol numbers as are borne by the accepted bids.

One copy of each completed instrument (formal lease, informal rental agreement, supplemental agreement amending lease, garage rental agreement or contract, etc.) and of each notice of renewal or termination should be forwarded as soon as practicable to the Department Real Estate Officer for the central departmental file and for the preparation by the Real Estate Officer of reports required by other agencies of the Government.

If the lease accords the Government the right to increase or decrease the amount of rented space from time to time during the course of the lease period, such adjustments in floor area and rental should be reported to the Real Estate Officer of the Department as they occur.

The transfer of jurisdiction of leased premises from this Department to another agency of the Government should be reported promptly to the Real Estate Officer.

The requirements of the Department's leasing procedure are not applicable to the leasing of automobile garage or public parking lot facilities where rental is paid for no designated space and the premises remain in the control of the garage owner or operator. However, a copy of each contract or agreement covering a rental of this type should be forwarded to the Real Estate Officer for recording and reporting to the Procurement Division of the Treasury Department.

Because of the complexities of leasing transactions, the solicitation of competitive bids in connection with leases must necessarily be made considerably in advance (but not exceeding a maximum of seventy-five days) of the effective date, but the interval of time between the date of receipt of the proposal and acceptance thereof should be very moderate so as to avoid the possibility of rejection of the bid because of failure of offers to represent current prices, and to protect the interests of the Government, as well as the bidder.

Chiefs of bureaus or designated bureau officers may accept the bids received in connection with such leases as they are authorized to prepare and execute, but one copy of each such lease or agreement should be forwarded promptly to the Department Real Estate Officer for filing.

Leasing Procedure

When transmitted to the Department Real Estate Officer for action, the file for each proposed leasing transaction should be complete, and should include:

- Letter of transmittal (in duplicate).
- Statement (in duplicate) of pre-renewal canvass (if current lease is being renewed).
- Copy of current lease and all supplements thereto (if current lease is being renewed).
- All bids received (if new lease is being negotiated).
- Copy of specifications and invitation to bid.
- A sufficient number of copies of the bid recommended for acceptance to bind one copy in each copy of the new lease, as well as furnish one copy for the Solicitor's files and one copy for the files of the Division of Purchase, Sales and Traffic.
- Two or more copies of Standard Form No. 1036 (Statement and Certificate of Award) for signature by the Chief of the Division of Purchase, Sales and Traffic (in the case of new bids).
- Signed bureau recommendation for acceptance of bid. If recommendation originated in the field, concurrence of the Washington office must be indicated.
- Tabulation of bids (in duplicate) if other than the lowest bid as to price is recommended for acceptance.
- Explanatory statement (in duplicate) if other than the lowest bid as to price is recommended for acceptance.
- Explanatory statement if only one bid is received.
- Evidence of authority for persons who sign on behalf of the lessor, such as power of attorney of agent submitting bid or evidence of authority of officer of corporation to submit bid (if such be the case).
- Fair market value statement (in duplicate) if rental rate exceeds $2,000 per annum.
- Request for clearance by the Procurement Division, Treasury Department, prepared in quadruplicate on P.S.C. Form No. 6 (revised) if the rental rate is $500 or more per annum, or if for the leasing of office space at a rental rate of less than $500 per annum and occupancy of six months or more.
- Certificate of local Federal Business Association, postmaster, or Federal building custodian, to accompany request for clearance.

Separate request (in duplicate) for preparation by the Solicitor of the new lease (or supplemental agreement or renewal notice).

When action in a given case has been completed, all papers, including the accepted proposal and copies thereof, explanatory statement, tabulation of bids, fair market value statement, approved clearance from the Procurement Division, and the required number of copies of the new lease, supplemental agreement, or renewal notice will be transmitted to the bureau by the Department Real Estate Officer. In the case of new leases, two copies of the new lease will be forwarded by the bureau to the lessor for execution. After execution by the lessor, these copies will be returned by the bureau to the Department Real Estate Officer for transmittal to the Solicitor for examination and approval and forwarding for execution to the Acting Secretary of Agriculture.

New Contracts:

Formal competition is required in all cases where an annual expenditure by the Government in excess of $50 will be necessary, and where:

(a) Current lease contains no renewal option or it is not desired to exercise the renewal option contained in the lease, or
(b) Pre-renewal canvass discloses competitive prices, or
(c) New office or station is to be opened.

Specifications furnished prospective bidders must be identical and should indicate:

(c) Acceptable area for location of building or premises.
(b) Minimum requirements as to character and amount of required space.
(c) Special services desired, such as heat, light, gas, power, janitor service, laundry service, elevator service, etc. Prospective bidders should be requested to indicate which of such services they intend to supply.
(d) Statement of requirements, justifying any special conditions, such as exposure, laboratory facilities, adjacent ground for experimental purposes, etc.
(e) Time limit for receipt of bids.
(f) That successful bidder will be required to execute a formal lease (if the total consideration to be paid by the Government exceeds $100).

(g) Period of proposed occupancy, including an informative approximate date of beginning of occupancy and the date of termination, together with the desired renewal option (if any). As it is customary to renew on thirty days' notice in writing to the lessor, the fact that the notice of renewal shall be computed from the date of mailing should be stated in the specifications.

(h) Provision for termination of the lease by the Government upon thirty days' notice in writing, said notice to be computed from date of mailing.

(i) That the successful bidder will be required to establish the value of his property if the rental rate exceeds $2,000 per annum, and to evaluate the cost of services which he proposes to furnish as a part of the rental consideration.

Specifications and invitations to bid should be:

(a) Sent to a sufficient number of prospective bidders to insure the development of the lowest available price for suitable premises. (Unless at least three owners or agents have been solicited, an explanatory note should be included in Form 1036.)

(b) Posted in public places. (Failure to do so must be explained in Form 1036.)

(c) Advertised in newspapers (or waiver obtained from the Chief of the Division of Purchase, Sales and Traffic <u>before</u> soliciting bids) if the probable rental expenditure exceeds $5,000.

The interim between the opening of proposals and the acceptance of the recommended bid should be as brief as possible.

If competition cannot be developed, the fact must be established by the actual circularizing of formal specifications and invitations to bid and not based upon an assumption or informal canvass.

<u>Acceptance of Proposals</u>:

Bids should be submitted with a letter of transmittal in duplicate to the Department Real Estate Officer for consideration as to:

(a) Adequacy of competition.
(b) Whether proposal recommended for acceptance meets specifications.
(c) Sufficiency of explanatory statement (when required).
(d) Adequacy of fair market value statement (when required).

If other than the lowest bid as to price is recommended for acceptance, there should be furnished (in duplicate):

(a) A tabulation of all bids received.
(b) A separate explanatory statement giving reasons for accepting other than the lowest bid, such as:
Cost of moving and other factors of expense.
Unsuitability of cheaper quarters, due to location; service conditions; other reasons (specify).
(c) Power of attorney of agent or evidence of authority of officer signing for corporation (if recommended bid is offered by agent or corporation).

The special contract symbol to be used by the Division of Purchase, Sales and Traffic in assigning a number to transactions involving the expenditure of emergency funds must be indicated.

After review, the Department Real Estate Officer will transmit the bids to the Division of Purchase, Sales and Traffic for final action on acceptance.

Exercise of Renewal Option

Space other than experimental tracts:

If no space is available in Federally-owned or rented structures, a canvass of agents or owners of eligible premises, including the present landlord, is required as the first step.

If the prices elsewhere are not less than for the present quarters, either on the old or reduced terms:

(1) Local bureau officer will submit a memorandum (in duplicate) showing:

(a) Names of real estate agents or owners from whom inquiry was made, and
(b) Premises and terms, if any, offered by each.

This memorandum must accompany the bureau's request for renewal of the current lease.

(2) Fair market value statement (in duplicate) must be furnished if the rental rate under the renewal exceeds $2,000 per annum.

If prices elsewhere are less than for present quarters, either on old or reduced terms, proceed as under "New Contract" (above).

Existing leases which do not contain further renewal privileges may, nevertheless, be renewed for an additional year provided the renewal is agreeable to the lessor and that the proposed renewal is supported by an adequately prepared, signed pre-renewal canvass statement. In addition to listing the names and addresses of the prospective bidders contacted during the canvass and the terms (if any) offered by each, the pre-renewal canvass statement should certify that the continued occupancy of the premises will not be detrimental to the Government, but, rather, that such occupancy is otherwise administratively deemed to be in the best interests of the Government (16 Comp. Gen. 931).

Note: The existence of a renewal option does not relieve the proper department officer of the responsibility for determining that the proposed expenditure represents the best possible terms. Changing conditions frequently make previous contracts unsatisfactory and a decline in market values may make the proposed payments in excess of the fifteen percent fair market value restriction of the Economy Act of 1932 (40 U.S.C., 40a).

Experimental tracts:

If continuity of experiments precludes competition, a memorandum (in duplicate) stating the facts should accompany the request for the preparation of a notice of renewal of lease. If otherwise, proceed as under "New Contracts" (above).

Market Valuation Statement
(required only if rental rate exceeds $2,000 per annum)

A separate statement (not to be embodied in the letter of transmittal) of the fair market value of the premises which it is proposed to lease should be submitted in duplicate. This evidence of the fair market value should not be limited to statements of owners or agents, as these are mere conclusions without supporting facts. Such showings must

be checked and verified by those acting for the Government, and supplemented to the extent necessary to establish the rental to be within the limit fixed by the Economy Act (40 U.S.C., 40a).

After acceptance of the bid or approval of the pre-renewal canvass statement, one copy of the fair market value statement will be returned to the bureau.

If leased space which originally involved a rental rate of $2,000 per annum or less is subsequently supplemented in an amount which raises the total rental to a rate in excess of $2,000 per annum, evidence of the fair market value of the entire area covered by both the original lease and all supplements thereto must be furnished for the Real Estate Officer's consideration at the time the supplementing of the lease is requested.

Methods of determining the fair market value:

1. Latest tax assessment and ratio of assessment to market value. If tax assessment is not obtainable or obviously does not reflect the current market value, thereby rendering its use impracticable as a means of determining the current fair market value, other methods of determining the fair market value may be used, such as:

2. Estimate based upon consultation with real estate agents, officers of building and loan associations, banks, fire insurance agents, etc.

3. Amount paid for construction of the building with subsequent improvements, with amount representing depreciation deducted.

4. Estimated cost of constructing a similar building.

5. Price paid for comparable nearby building at a fairly recent date.

Failure to use the tax assessment value as a basis for determining the fair market value should be explained and justified by data from the above or other sources, demonstrating conclusively that the proposed rental meets the requirements of the Economy Act (40 U.S.C., 40a).

In determining the fair market value of leased premises, the value of services (such as light, heat, janitor or elevator service, etc.) furnished as a part of the rental consideration may be separated from the rental proper in order to determine the net amount being expended under the lease for rental of the bare premises, devoid of the cost of services.

Clearance by Procurement Division

The Department Real Estate Officer is liaison officer between the Department and the Procurement Division of the Treasury Department in all matters affecting the leasing of real estate.

All leases and informal rental agreements must be cleared by the Procurement Division, Treasury Department, except those for:

1. Office space involving annual rental rates of less than $500 for temporary occupancy of less than six months.

2. Warehouse, storage, or other space not primarily for office use involving annual rental rates of less than $500.

3. Space outside the continental limits of the United States.

Clearance Procedure:

Clearance requests for new leases or renewal of existing leases should be prepared on Procurement Division Form P.S.C. No. 6 (as modified for the use of the Department of Agriculture) and submitted in quadruplicate to the Department Real Estate Officer for approval and forwarding to the Procurement Division.

A certificate from the local Federal Business Association, postmaster, or custodian of Federal building, stating that no space is, or can be made available, in Federally-owned or controlled premises, must accompany the request for clearance. The clearance request will be endorsed by the Department Real Estate Officer and forwareed to the Procurement Division.

Procurement Division clearance must also be obtained for supplemental agreements which increase the area under leases previously cleared.

Preparation of New Lease or Renewal Notice

Leases having an annual rental rate of $500 or less may be prepared and executed by chiefs of bureaus or such supervisory officers of their bureaus as the chiefs may designate.

If a new lease or renewal notice is to be prepared by the Solicitor, the file, when forwarded to the Department Real Estate Officer, should contain a separate request (in duplicate) for:

1. Preparation of new lease (see suggested form on Page 12), or
2. Preparation of renewal notice.

After acceptance of the bid or approval of the pre-renewal canvass statement, this request will be forwarded by the Department Real Estate Officer to the Solicitor for preparation of the new lease or renewal notice.

Alterations and Improvements to Rented Premises

Expenditures by the Government for alteration, improvement, and repair of rented premises shall not exceed twenty-five percent of the rental for the first year or for the rental term if less than one year. In the case of nominal or free rental, the Department may meet expenses of alterations, improvements or repairs up to twenty-five percent of fifteen percent of the market value of the premises.

Supplemental agreements

Should it become necessary to augment rented quarters by the leasing of relatively small amounts of additional contiguous floor space to accommodate overflow personnel, etc., the acquisition of such additional space without the solicitation of formal bids may be accomplished by the execution of a supplemental agreement amending the lease accordingly, provided it can be conclusively demonstrated that the additional area must, for administrative or other proper reasons, such as supervision, access to records, etc., be situated contiguous to the space covered by the original lease. However, the additional area acquired in this manner may not exceed fifty percent of that covered by the original lease.

Emergency Rentals

In emergencies, premises to be leased may be occupied temporarily without competition, but only until such time as it is possible to conduct a formal solicitation and make an award thereunder. In such cases, the period from the date of occupancy of the premises to the date of acceptance of the bid should be included in the formal lease, such period to be justified by an appropriate exigency statement. When forwarded to the General Accounting Office, the formal lease will be accompanied by the supporting exigency statement and the accepted bid, which, together, should cover and justify the full period of occupancy shown in the lease.

(Request for Preparation of New Lease)

- -

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of_____

Date_____

MEMORANDUM FOR DEPARTMENT REAL ESTATE OFFICER

Dear Sir:

It is requested that there be prepared five copies of a new lease in accordance with the following information:

CITY AND STATE:

NAME AND ADDRESS OF LESSOR:

IF A CORPORATION, SPECIFY STATE IN WHICH INCORPORATED:

IF A PARTNERSHIP, GIVE NAME OF EACH PARTNER:

DESCRIPTION OF PREMISES TO BE LEASED (including name and address of building):

SPACE TO BE USED FOR:

TERM OF LEASE: BEGINNING: ENDING:

RENEWABLE TO:

NOTICE REQUIRED TO RENEW: .....DAYS

TERMINATION PROVISION:

FACILITIES INCLUDED IN RENTAL:

RENTAL RATE: $..... PER .....PAYABLE

APPROPRIATION:

REMARKS:

Approved and referred to the
Solicitor for appropriate action: .....
(Name)

....
Real Estate Officer. (Title)

(Informal rental agreement form)
(For use only when total expenditure by the Government does not exceed $100)

UNITED STATES DEPARTMENT OF AGRICULTURE

Agreement between

....

and

...., United States Department of Agriculture

1. THIS AGREEMENT, made and entered into this.. day of........................., 193........, by and between.., hereinafter called the party of the first part, and...Department of Agriculture, hereinafter called the Bureau:

2. The party of the first part agrees to rent to the Bureau space located at and described as follows:..., to be used for..., at the rate of $......................., per...................... payable..

3. The occupancy above-mentioned to cover the period (*) beginning........................., 193.........., and ending..............................., 193............, unless previously terminated upon...........................days notice by either party, such notice to be computed from the date of mailing.

4. The party of the first part also agrees to furnish as a part of the consideration set forth above during the period of this agreement...

5. No Member of or Delegate to Congress or Resident Commissioner shall be admitted to any share or part of this agreement or to any benefit to arise therefrom. Nothing, however, herein contained shall be construed to extend to any incorporated company, if the agreement be for the general benefit of such corporation or company.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of the date first above written.

....
(Name)

....
(Witness for party of first part)

....
(Street and Number)

....
(City and State)

....
(Witness for Bureau)

....
(Name of Bureau Official)

....
(Title)

(*) Period must not extend beyond current fiscal year.

March 20, 1939.

Dear Mr. Thatcher:

In compliance with your verbal instructions, a survey has been made of the procedure followed and the elapsed time consumed in the handling of field lease cases for various bureaus.

Procedure

The present procedure in connection with new lease cases is, generally, as follows:

(1) Bureau prepares specifications and solicits bids.

(2) Bureau opens bids and submits its recommendation to the Real Estate Officer with the following papers:

(a) Proposal recommended for acceptance.
(b) Rejected bids.
(c) Tabulation of proposals (if other than the low bid is recommended for acceptance).
(d) Explanatory statement (if only one bid is received or other than the low bid is recommended for acceptance).
(e) Form 1036 (Statement and Certificate of Award).
(f) Fair market valuation statement (if proposed rental exceeds annual rate of $2,000).
(g) Request for waiver of newspaper advertising (if proposed rental exceeds $5,000).
(h) Request for clearance by Procurement Division, accompanied by certificate of local Federal Building custodian or postmaster.
(i) Request for preparation of new lease.

(3) Entire file is examined by Real Estate Officer to determine:

(a) Adequacy of competition.
(b) Whether specifications, as issued by bureau, are non-restrictive and comply with departmental and General Accounting Office requirements.
(c) If proposal recommended for acceptance conforms to specifications.
(d) Adequacy of fair market valuation statement.
(e) Sufficiency of justification for acceptance of other than the low bid.

(If defects are detected or file is incomplete, the bureau is requested either to remedy the defects (if possible) or to readvertise its requirements.)

March 30, 1950.

Dear Mr. Thatcher:

In compliance with your verbal instructions, a survey has been made of the procedure followed and the elapsed time consumed in the handling of field lease cases for various bureaus.

Procedure

The present procedure in connection with new lease cases is, generally, as follows:

(1) Bureau prepares specifications and solicits bids.

(2) Bureau opens bids and submits its recommendation to the Real Estate Officer with the following papers:

(a) Proposal recommended for acceptance.
(b) Rejected bids.
(c) Tabulation of proposals (if other than the low bid is recommended for acceptance).
(d) Explanatory statement (if only one bid is received or other than the low bid is recommended for acceptance).
(e) Form 1055 (Statement and Certificate of Award).
(f) Fair market valuation statement (if proposed rental exceeds annual rate of $2,000).
(g) Request for waiver of newspaper advertising (if proposed rental exceeds $2,000).
(h) Request for clearance by Procurement Division, accompanied by certificate of local Federal Building custodian or postmaster.
(i) Request for preparation of new lease.

(3) Entire file is examined by Real Estate Officer to determine:

(a) Adequacy of competition.
(b) Whether specifications, as issued by bureau, are non-restrictive and comply with departmental and General Accounting Office requirements.
(c) If proposal recommended for acceptance conforms to specifications.
(d) Adequacy of fair market valuation statement.
(e) Sufficiency of justification for acceptance of other than the low bid.

(If defects are detected or file is incomplete, the bureau is requested either to remedy the defects (if possible) or to readvertise its requirements.)

(4) When satisfactory to the Real Estate Officer, complete bid file is forwarded to Division of Purchase, Sales and Traffic for formal acceptance.

(5) Request for clearance is forwarded simultaneously to Procurement Division.

(6) Notice of acceptance of proposal and accepted bid file are received by Real Estate Officer from Division of Purchase, Sales, and Traffic.

(7) Request for preparation of new lease, together with necessary number of copies of accepted proposal, is forwarded to Solicitor.

(8) Copies of new lease are received from Solicitor.

(9) Completed file is forwarded to Bureau, including:

(a) Five or more copies, as required by bureau, of new lease.
(b) Copies of accepted proposal.
(c) Purchase, Sales & Traffic notice of award.
(d) Purchase, Sales & Traffic receipt for accepted bid, which is signed by bureau and returned direct to Purchase, Sales & Traffic.
(e) Fair market valuation statement (where required).
(f) Signed copy of Form 1036.
(g) Approved Procurement Division clearance.

(10) Bureau forwards two copies of new lease to lessor for signature.

(11) Bureau returns two copies of new lease to Real Estate Officer, after signature by lessor, for further execution by Department.

(12) Real Estate Officer examines executed copies for sufficiency of lessor's signature; to see that any changes made in lease as originally prepared have been properly initialed both by lessor and bureau representative, and that evidence of authority of officer signing for corporation or of agent signing on behalf of principal is submitted.

(13) If execution by lessor is satisfactory to Real Estate Officer, two copies are forwarded to Solicitor for execution by Department.

(8) When satisfactory to the Real Estate Officer, complete bid file is forwarded to Division of Purchase, Sales and Traffic for final submission.

(9) Request for clearance is forwarded simultaneously to Procurement Division.

(10) Notice of acceptance of proposal and accepted bid file are received by Real Estate Officer from Division of Purchase, Sales, and Traffic.

(11) Request for preparation of new lease, together with necessary number of copies of accepted proposal, is forwarded to Solicitor.

(12) Copies of new lease are received from Solicitor.

(13) Completed file is forwarded to Bureau, including:

(a) Five or more copies, as required by Bureau, of new lease.
(b) Copies of accepted proposal.
(c) Purchase, Sales & Traffic notice of award.
(d) Purchase, Sales & Traffic receipt for accepted bid, which is signed by Bureau and returned direct to Purchase, Sales & Traffic.
(e) Fair market valuation statement (where required).
(f) Signed copy of Form 1075.
(g) Approved Procurement Division clearance.

(10) Bureau forwards two copies of new lease to lessor for signature.

(11) Bureau returns two copies of new lease to Real Estate Officer, after signature by lessor, for further execution by Department.

(12) Real Estate Officer examines executed copies for sufficiency of lessor's signature; to see that any changes made in lease as originally prepared have been properly initialed both by lessor and Bureau representative, and that evidence of authority of officer signing for corporation or of agent signing as behalf of principal is submitted.

(13) If execution by lessor is satisfactory to Real Estate Officer, two copies are forwarded to Solicitor for examination by Department.

(14) Solicitor routes lease via Office of Budget and Finance (for examination) to Secretary's Office for execution. Lease returns to Solicitor through Secretary's File Room where green ribbon binding and impression of Department seal are affixed.

(15) Solicitor forwards two completely executed leases to Real Estate Officer.

(16) Real Estate Officer forwards the two completely executed leases to bureau (one copy for delivery to lessor and the other for forwarding to General Accounting Office).

(17) One copy of lease, with all names, dates, etc., typed in, is subsequently forwarded by Bureau to Real Estate Officer for filing.

Elapsed Time

Records maintained in the Real Estate Office covering each individual transaction indicate the dates both of the receipt and dispatch of each paper concerned in each lease transaction. (See attached sample card of a typical transaction). Under present practice, an effort is made to clear all cases through the Real Estate Office on the same day they are received, except where delay is necessarily occasioned by incompleteness or inadequacy of the file as submitted by the bureau.

One hundred lease cases involving the acceptance of bids by Purchase, Sales and Traffic, preparation of new leases by the Solicitor, clearance by the Procurement Division, and final execution of the lease by the Acting Secretary, were selected at random from the files of the current fiscal year, and an analysis made of the elapsed time required in each step in connection therewith. This survey disclosed the following:

(2) Delinter routes leads via Office of Budget and Finance (for examination) to Secretary's Office for execution. Leads return to Delinter through Secretary's file when more usual ribbon sinking and insertion of Department seal are effected.

(3) Delinter forwards two completely executed leads to Real Estate Office.

(4) Real Estate Office forwards the two completely executed leads to Bureau (see copy in delivery to issuer and the other for forwarding to central accounting Office).

(5) One copy of lease, with all names, dates, etc., typed in, is subsequently inserted by Bureau in Real Estate Office file.

Future Use

Leases maintained in the Real Estate Office covering such territory include the dates both of the receipt and filing of each report concerned in such lease transaction. The attached sample card of a typical transaction. Upon present practice, an effort is made to clear all cases through the Real Estate Office in the same day they are received, except where delay is necessarily occasioned by incompleteness or inadequacy of the file as received by the Bureau.

The needed lease cards involving the experience of both the Bureau and Realty, preparation of new leases by the Delinter, clearance by the Procurement Division, and final execution of the lease by the acting Secretary, were selected at random from the files of the current fiscal year, and at monthly ends of the elapsed time required in each step in connection therewith. This survey displayed the following:

Step No.	Office	Action	Avg. No. Days per Transaction
(1)	Real Estate	Initial examination of file	1.23*
(2)	P. S. & T.	Examination of bids and award	7.32
(3)	Real Estate	Assembly of file and forwarding to Solicitor of accepted bid and request for preparation of lease	1.02*
(4)	Solicitor	Preparation of new lease	18.35
(5)	Real Estate	Assembly of file and forwarding to bureau of completed case, including new lease, accepted bids, notice of award, clearance, etc.	1.03*
(6)	Bureau	Execution of lease by lessor (This figure has no special significance and is inserted for information only)	29.16
(7)	Real Estate	Examination of lease as executed by lessor, including sufficiency of lessor's execution	1.00*
(8)	Solicitor	Examination of lease as executed by lessor, and execution for Department by Acting Secretary	19.01
(9)	Real Estate	Forwarding completely executed lease to bureau	1.16*
			79.28

(*In computing the elapsed time shown in the foregoing table, all time required for transit of the papers between offices has been included in time charged to the Real Estate Office. The time shown for Purchase, Sales and Traffic, Solicitor, and Bureau is, therefore, the net actual time the papers were in the possession of those organizations. The elapsed time shown under each step includes half-holiday Saturdays, Sundays, and legal holidays).

Step No.	Office	Action	Avg. No. Days per Transaction
(1)	Real Estate	Initial examination of file	1.25*
(2)	R. E. & T.	Examination of bids and award	7.32
(3)	Real Estate	Assembly of file and forwarding to Solicitor of accepted bid and request for preparation of lease	1.05*
(4)	Solicitor	Preparation of new lease	12.37
(5)	Real Estate	Assembly of file and forwarding to Bureau of completed case, including new lease, accepted bids, notice of award, clearance, etc.	1.05*
(6)	Bureau	Execution of lease by lessor (This figure has no special significance and is inserted for information only)	25.15
(7)	Real Estate	Examination of lease as executed by lessor, including sufficiency of lessor's execution	1.05*
(8)	Solicitor	Examination of lease as executed by lessor, and execution for Department by Acting Secretary	14.61
(9)	Real Estate	Forwarding completely executed lease to bureau	1.15*
			72.28

(*In computing the elapsed time shown in the foregoing table, all time required for transit of the papers between offices has been included in time assigned to the Real Estate Office. The time shown for Bureau, Sales and Traffic, Solicitor, and Bureau is, therefore, the net actual time the papers were in the possession of those organizations. The elapsed time shown under each step includes half-holiday Saturdays, holidays, and legal holidays).

A survey of time required to obtain formal clearance by the Procurement Division in connection with the 100 lease cases on which this study is based disclosed that a total of 384 days were consumed by the Procurement Division in approving clearance, or an average of 3.84 days per transaction. This elapsed time does not include time required for transit of papers between the Department of Agriculture and the Procurement Division.

Variations in Elapsed Time

The survey shows that the number of days required in connection with the handling of the various phases of leasing transactions varied greatly, as follows:

	Elapsed Time	
	Minimum No. Days	Maximum No. Days
Purchase, Sales & Traffic (award) ...	1	21
Solicitor (preparation of lease)	3	39
Solicitor (execution by Acting Sec'y)	5	43
Procurement Division (clearance)	1	6

There is attached for your information a copy of a "flow sheet" prepared by Mr. S. A. Snyder, Chief, Central Supply Section, in connection with his recent survey of the entire matter of departmental procurement. This chart is interesting in that it shows graphically the various steps involved in the leasing of space.

Also attached is a graph showing the elapsed time involved in the various steps listed on page 4.

A survey of time required to obtain travel clearance by the Procurement Division in connection with the 100 leave cases on which this study is based indicated that a total of 3[illegible] days were consumed by the Procurement Division in securing clearance, or an average of 3.[illegible] days per transaction. This element time does not include time required for transmittal of papers between the Department of Agriculture and the Procurement Division.

Variations in Travel Time

The survey shows that the number of days required in connection with the handling of the various classes of leaving transactions varies greatly, as follows:

	Minimum No. Days	Maximum No. Days
Purchase, Sales & Rentals (average)	1	22
Soliciter (preparation or issue)	1	38
Soliciter (execution by Acting Sec'y)	3	43
Procurement Division (clearance)	1	6

There is attached for your information a copy of a "flow sheet" prepared by Mr. E. A. Snyder, Chief, Central Supply Section, in connection with his recent survey of the entire matter of departmental procurement. This chart is interesting in that it shows graphically the various steps involved in the leaving of space.

Also attached is a graph showing the elapsed time involved in the various steps listed on page 6.

Proposed Modification of Procedure

By the establishment of a Real Estate Section in the Office of Plant and Operations, with a resultant consolidation and unification under one organization of all phases of leasing operations, including examination and acceptance of bids, preparation of new leases, checking adequacy of execution by lessors, and final execution on behalf of the Department, it should be possible to effect a very material reduction in the time required to complete lease cases.

Under such procedure, the lease case with all related papers would first be received in an Administrative Unit of the Real Estate Section, where the necessary case records would be maintained. The proposals and related papers would be immediately referred to the Bid Unit of the Real Estate Section for examination and award, and the request for clearance forwarded simultaneously to the Procurement Division.

Acceptance of Bids

Under present procedure, involving reference of the bid file to the Division of Purchase, Sales and Traffic for award, average elapsed time of 7.32 days per case is now required. It is believed that under the proposed new procedure, allowing for approximately the same amount of time as is now required to secure (if necessary) additional information from bureaus or to remedy defects in the files, the time involved in acceptance of proposals could, it is believed, be reduced by at least 50 per cent. This estimate is based partly on the fact that in the Division of Purchase, Sales and Traffic, the lease bid must await its turn with numerous other bids involving the procurement of supplies, equipment, services, etc., whereas the proposed Bid Unit of the Real Estate Section would handle only lease bids. It is conservatively estimated that a maximum average of not exceeding three days per lease case would be required in connection with examination of bids and specifications, correction of defects, and making an award.

Preparation of New lease.

Immediately upon the acceptance of bids by the Bid Unit, the cases would be routed from the Bid Unit (through the Administrative Unit) to the Lease Unit of the Real Estate Section, where the required copies of the new leases would be prepared. Present average elapsed time now required in the Solicitor's Office for preparation of new leases is 18.35 days per case. It is believed that even during the "rush" periods which obtain immediately preceding and following the

Transport Qualification of Freehold

By the establishment of a Land Titles Section in the Office of Land and Statistics, with a resident responsibility and activities similar and equivalent to all phases of Land Titles operations, including examination and recognition of title, preparation of new issues, simplification of transfer by issuance, and final execution on behalf of the Government, it would be possible to effect a very material reduction in the time required to complete land sales.

Under such procedure, the issue case with all related papers would first be received in an administrative unit of the Land Titles Section, where the necessary case records would be initiated. The original and related papers would be immediately referred to the old Unit of the Land Titles Section for examination and report, and the request for clearance forwarded simultaneously to the Government Division.

Assignment of Title

Under present procedure, involving reference of the old file to the Division of Revenue, Lands and Survey for comment, average clearance time of 1.32 days per case is now required. It is believed that under the proposed new procedure, allowing for approximately the same amount of time as is now required to assure (if necessary) additional information from borrows or to remedy defects in the files, the time involved in assignment of transfers would, it is believed, be reduced by at least 50 per cent. This estimate is based partly on the fact that in the Division of Revenue, Lands and Survey, the issue will most about its own with assuming other site involving the preparation of sketches, surveys, surveys, etc., whereas the proposed Unit of the Land Titles Section would handle only Issue cases. It is conservatively estimated that a further average of not exceeding three days per issue case would be required to complete the assignment of title and execution of deeds, and making an entry.

Transfer of New Issue.

Immediately upon the acceptance of title by the Unit, the case would be sent from the Old Unit (through the Administrative Unit) to the Issue Unit of the Land Titles Section, where the required copies of the new issues would be prepared. Present average clearance time now required in the Minister's Office for preparation of new issues is 12.32 days per case. It is believed that even during the "rush" periods which obtain immediately preceding and following the

beginning of each fiscal year, this work could be handled by the proposed Lease Unit within an average of approximately two days per case, while under normal operating conditions much less time should suffice.

Transmitting New Leases to Bureaus

When prepared, the new leases would be routed by the Lease Unit back to the Administrative Section, where the file would be reassembled, case records completed, and letters of transmittal prepared forwarding the completed file to the bureau (as is now done) for execution by lessors of the new leases. This process, it is estimated, would involve approximately the same elapsed time as is now required.

Execution by Lessors

Time required for execution of new leases by lessors is an element over which the Real Estate Section would have no control, and, for the purpose of completing the picture and assuming that the leases are handled as expeditiously as possible after their receipt by the bureaus, the present average elapsed time (29.16 days) would still be required for the execution of new leases by lessors.

Execution of Leases on Behalf of Department

Elapsed time heretofore required for the execution of leases by the Acting Secretary has averaged 19.01 days per case. No appreciable reduction in elapsed time has been observed since March 1st, when the Chief of the Office of Plant and Operations was designated to execute such instruments for the Secretary. Under the proposed new procedure, allowing ample time for the proper examination of leases after execution by lessors, for the routing of the leases through the Office of Budget and Finance (as at present), for their execution on behalf of the Department by the Chief of the Office of Plant and Operations and for the affixing of the green ribbon binding and the Department seal in the Secretary's File Room, it is estimated that the time required for these operations can be reduced to a maximum average of three days per case.

After final execution of leases by the Department, the executed leases would be forwarded by the Administrative Unit to the bureaus in approximately the same manner as now obtains.

beginning of each fiscal year. This work could be begun by the printed leaves being within an average of approximately two days for case, while under normal working conditions such leaves should suffice.

Maintaining Key Issues in Reserve

Once printed, the key issues could be stored by the Issue Unit, but in the Administrative Section, where the file would be immediately more readily available, utility of transmitted preserved increasing the available file on the system (as is now done) for consultation by issuers of the new issues. This process, it is assumed, would particularly the same changed size as in new regulations.

Execution by Issuers

Time required for execution of new issues by issuers is an element over which the Chief Issuing Officers would have no control, and, for the purpose of compiling the history and standing that the issues are handled as expeditiously as possible after their receipt by the Bureau, the present average elapsed time (18.10 days) would still be required for the execution of new issues by issuers.

Execution of Issues on Behalf of Departments

Elapsed time between receipt for the execution of issues by the Acting Secretary has averaged 19.01 days per case. In consequence of the reduction in elapsed time has been observed since March 1st, when the Chief of the Office of Final Determinations was delegated to execute such instruments for the Secretary. Under the present procedure, allowing such time for the usual consultation of issues after execution by issuers, for the routing of the issues through the Office of Budget and Finance (as at present), for their execution on behalf of the Departments by the Chief of the Office of Final Determinations and for the affixing of the green ribbon binding and the Departments seal in the Secretary's File Room, it is estimated that the time required for these operations can be reduced to a maximum average of three days per case.

After final execution of issues by the Departments, the executed issues would be forwarded by the Administrative Unit to the Bureau in approximately the same manner as now obtains.

Summary of Elapsed Time under Modified Procedure

Based on the foregoing estimates, the elapsed time involved in handling lease cases by the proposed Real Estate Section would be approximately as follows:

Step No.	Unit	Action	Estimated Average No. Days per Transaction
(1)	Administrative	Receipt, recording and distribution of file	0.25
(2)	Bid	Examination of bids and making award	3.00
(3)	Administrative	Assembly of file and reference to Lease Unit for preparation of new lease	0.25
(4)	Lease	Preparation of new lease	2.00
(5)	Administrative	Forwarding to bureau of completed case	1.00
(6)	Bureau	Execution of lease by lessor	29.16
(7)	Lease	Examination of lease as executed by lessor, and execution for Department by Chief, Office of Plant and Operations	3.00
(8)	Administrative	Return of completely executed lease to bureau	0.50
		Total estimated elapsed time under proposed modified procedure	39.16

Eliminating from consideration the time required by the bureaus in obtaining lessors' signatures, the elapsed time required in the Office of the Secretary for handling lease cases can, on the basis of the foregoing, be reduced from its present average of 50.12 days per case to an average of 10 days per case under the proposed revised procedure.

Summary of Estimated Time-saver Analytical Procedures

Based on the foregoing analysis, the adopted time-saver is anticipating lower costs for the proposed fuel pellet business would be approximately as follows:

Item No.	Unit	Items	Estimated Average Cost Per Unit
(1)		Administrative, Legal, Financial and Distribution of File	[illegible]
(2)	File	Formulation of file and setting range	[illegible]
(3)		Administrative assembly of file and reference to lower limit for preparation of new items	[illegible]
(4)	Issue	Preparation of new items	[illegible]
(5)		Administrative formulating to lower of computed cost	[illegible]
(6)	Person	Formulation of items by staff	[illegible]
(7)	Issue	Formulation of issue or operated by labels, and question for development by field, letter of items and operations	[illegible]
(8)		Administrative issues of monthly reading issue to person	[illegible]
		Total estimated cleared time saver proposed unlike procedure	[illegible]

Eliminating the administration time required by the person in obtaining lessors' signatures, the elapsed time required in the review of the Department for building loan remains one, on the basis of the preceding, to reduced from 14 present average of 2.17 days per case to an average of [illegible] days per case under the proposed revised procedure.

Procurement Division Clearance

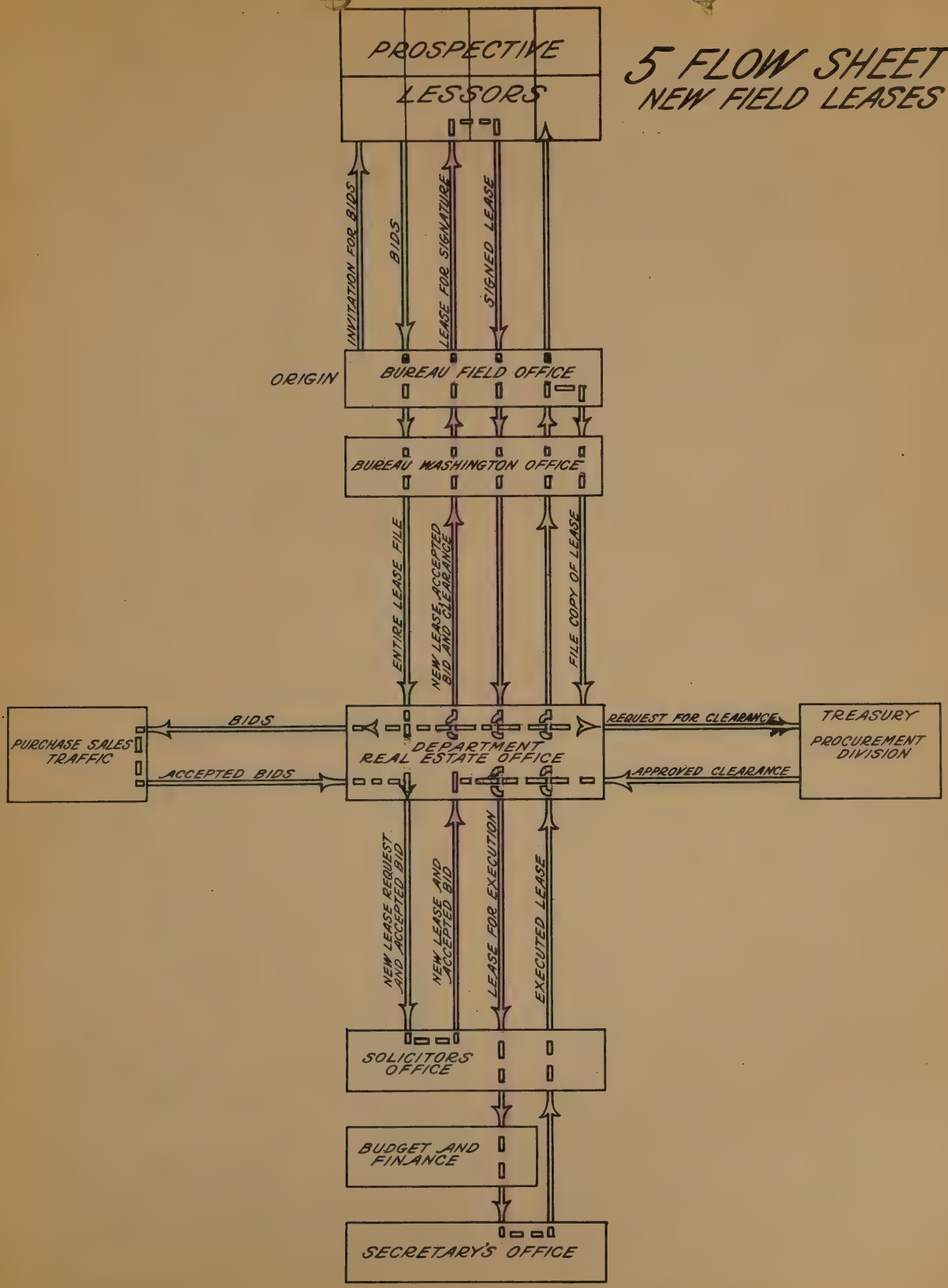
An average of 3.84 days per case is now required to secure clearance by the Procurement Division on leases. Unless clearances are handled by special messenger between the Department and the Procurement Division, it is not believed that any material reduction can be effected in this average elapsed time. In any event, this is not essential, as even under the proposed new set-up, with its estimated drastic curtailment of time requirements, the approved clearances will have been received by the Department in sufficient time to preclude delay in the forwarding of new leases to the bureaus for execution by the lessors.

Renewals

No time study has been made in connection with the preparation and issuance of notices of renewal because, during the past several years, delay in passage of the annual Agricultural Appropriation Act has precluded the possibility of early mailing of renewal notices. However, past experience indicates that the preparation in the Real Estate Section of notices of renewal and their signature by the Chief of the Office of Plant and Operations would effect a substantial reduction in the time heretofore required for these operations.

RJW

5 FLOW SHEET
NEW FIELD LEASES



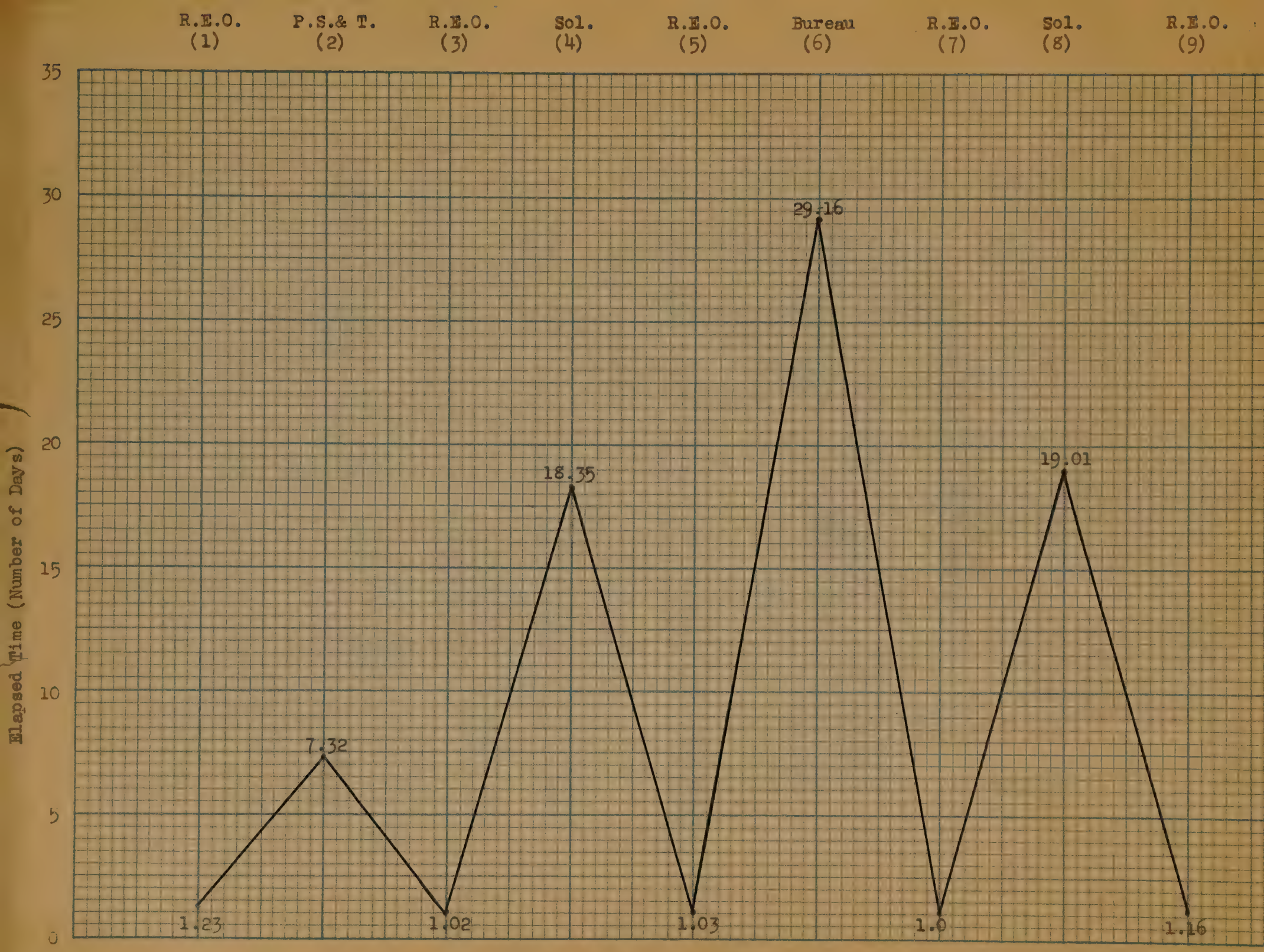


Chart showing average elapsed time consumed in 100 lease cases.

MEMORANDUM FOR CHIEF
OFFICE OF PLANT AND OPERATIONS

Dear Mr. Thatcher:

Effective April 16, 1958, all actions involving the leasing to the Government of office, storage, laboratory, and/or related types of space, shall be the responsibility of the Chief of the Office of Plant and Operations. This responsibility shall include the acceptance of proposals, waiving of newspaper advertisement, the preparation of leases, renewals, terminations, etc., covering such types of space.

It will be the responsibility of the Office of Plant and Operations to refer said documents to the Office of the Solicitor for determination as to legal sufficiency in the following instances:

1. After preparation.
2. Prior to execution on behalf of the Department.

It will also be the responsibility of the Office of Plant and Operations to refer to the Office of Budget and Finance such lease transactions which have unusual budgetary implications.

This order will not apply to such leasing transactions for which prior authority for acceptance, preparation and execution has been granted various bureaus of the Department.

It will be the responsibility of the Office of Plant and Operations to refer to the Solicitor's Office any cases which, because of their complexity or other points of a legal nature involved, would appear to require legal opinion before final consummation.

Sincerely,

Secretary.

March 20, 1939.

Dear Mr. Thatcher:

In compliance with your verbal instructions, a survey has been made of the procedure followed and the elapsed time consumed in the handling of field lease cases for various bureaus.

Procedure

The present procedure in connection with new lease cases is, generally, as follows:

(1) Bureau prepares specifications and solicits bids.

(2) Bureau opens bids and submits its recommendation to the Real Estate Officer with the following papers:

(a) Proposal recommended for acceptance.
(b) Rejected bids.
(c) Tabulation of proposals (if other than the low bid is recommended for acceptance).
(d) Explanatory statement (if only one bid is received or other than the low bid is recommended for acceptance).
(e) Form 1036 (Statement and Certificate of Award).
(f) Fair market valuation statement (if proposed rental exceeds annual rate of $2,000).
(g) Request for waiver of newspaper advertising (if proposed rental exceeds $5,000).
(h) Request for clearance by Procurement Division, accompanied by certificate of local Federal Building custodian or postmaster.
(i) Request for preparation of new lease.

(3) Entire file is examined by Real Estate Officer to determine:

(a) Adequacy of competition.
(b) Whether specifications, as issued by bureau, are non-restrictive and comply with departmental and General Accounting Office requirements.
(c) If proposal recommended for acceptance conforms to specifications.
(d) Adequacy of fair market valuation statement.
(e) Sufficiency of justification for acceptance of other than the low bid.

(If defects are detected or file is incomplete, the bureau is requested either to remedy the defects (if possible) or to readvertise its requirements.)

(4) When satisfactory to the Real Estate Officer, complete bid file is forwarded to Division of Purchase, Sales and Traffic for formal acceptance.

(5) Request for clearance is forwarded simultaneously to Procurement Division.

(6) Notice of acceptance of proposal and accepted bid file are received by Real Estate Officer from Division of Purchase, Sales, and Traffic.

(7) Request for preparation of new lease, together with necessary number of copies of accepted proposal, is forwarded to Solicitor.

(8) Copies of new lease are received from Solicitor.

(9) Completed file is forwarded to Bureau, including:

(a) Five or more copies, as required by bureau, of new lease.
(b) Copies of accepted proposal.
(c) Purchase, Sales & Traffic notice of award.
(d) Purchase, Sales & Traffic receipt for accepted bid, which is signed by bureau and returned direct to Purchase, Sales & Traffic.
(e) Fair market valuation statement (where required).
(f) Signed copy of Form 1036.
(g) Approved Procurement Division clearance.

(10) Bureau forwards two copies of new lease to lessor for signature.

(11) Bureau returns two copies of new lease to Real Estate Officer, after signature by lessor, for further execution by Department.

(12) Real Estate Officer examines executed copies for sufficiency of lessor's signature; to see that any changes made in lease as originally prepared have been properly initialed both by lessor and bureau representative, and that evidence of authority of officer signing for corporation or of agent signing on behalf of principal is submitted.

(13) If execution by lessor is satisfactory to Real Estate Officer, two copies are forwarded to Solicitor for execution by Department.

(14) Solicitor routes lease via Office of Budget and Finance (for examination) to Secretary's Office for execution. Lease returns to Solicitor through Secretary's File Room where green ribbon binding and impression of Department seal are affixed.

(15) Solicitor forwards two completely executed leases to Real Estate Officer.

(16) Real Estate Officer forwards the two completely executed leases to bureau (one copy for delivery to lessor and the other for forwarding to General Accounting Office).

(17) One copy of lease, with all names, dates, etc., typed in, is subsequently forwarded by Bureau to Real Estate Officer for filing.

Elapsed Time

Records maintained in the Real Estate Office covering each individual transaction indicate the dates both of the receipt and dispatch of each paper concerned in each lease transaction. (See attached sample card of a typical transaction). Under present practice, an effort is made to clear all cases through the Real Estate Office on the same day they are received, except where delay is necessarily occasioned by incompleteness or inadequacy of the file as submitted by the bureau.

One hundred lease cases involving the acceptance of bids by Purchase, Sales and Traffic, preparation of new leases by the Solicitor, clearance by the Procurement Division, and final execution of the lease by the Acting Secretary, were selected at random from the files of the current fiscal year, and an analysis made of the elapsed time required in each step in connection therewith. This survey disclosed the following:

Step No.	Office	Action	Avg. No. Days per Transaction
(1)	Real Estate	Initial examination of file	1.23*
(2)	P. S. & T.	Examination of bids and award	7.32
(3)	Real Estate	Assembly of file and forwarding to Solicitor of accepted bid and request for preparation of lease	1.02*
(4)	Solicitor	Preparation of new lease	18.35
(5)	Real Estate	Assembly of file and forwarding to bureau of completed case, including new lease, accepted bids, notice of award, clearance, etc.	1.03*
(6)	Bureau	Execution of lease by lessor (This figure has no special significance and is inserted for information only)	29.16
(7)	Real Estate	Examination of lease as executed by lessor, including sufficiency of lessor's execution	1.00*
(8)	Solicitor	Examination of lease as executed by lessor, and execution for Department by Acting Secretary	19.01
(9)	Real Estate	Forwarding completely executed lease to bureau	1.16*
			79.28

(*In computing the elapsed time shown in the foregoing table, all time required for transit of the papers between offices has been included in time charged to the Real Estate Office. The time shown for Purchase, Sales and Traffic, Solicitor, and Bureau is, therefore, the net actual time the papers were in the possession of those organizations. The elapsed time shown under each step includes half-holiday Saturdays, Sundays, and legal holidays).

A survey of time required to obtain formal clearance by the Procurement Division in connection with the 100 lease cases on which this study is based disclosed that a total of 384 days were consumed by the Procurement Division in approving clearance, or an average of 3.84 days per transaction. This elapsed time does not include time required for transit of papers between the Department of Agriculture and the Procurement Division.

Variations in Elapsed Time

The survey shows that the number of days required in connection with the handling of the various phases of leasing transactions varied greatly, as follows:

	Elapsed Time	
	Minimum No. Days	Maximum No. Days
Purchase, Sales & Traffic (award) ...	1	21
Solicitor (preparation of lease)	3	39
Solicitor (execution by Acting Sec'y)	5	43
Procurement Division (clearance)	1	6

There is attached for your information a copy of a "flow sheet" prepared by Mr. S. A. Snyder, Chief, Central Supply Section, in connection with his recent survey of the entire matter of departmental procurement. This chart is interesting in that it shows graphically the various steps involved in the leasing of space.

Also attached is a graph showing the elapsed time involved in the various steps listed on page 4.

Proposed Modification of Procedure

By the establishment of a Real Estate Section in the Office of Plant and Operations, with a resultant consolidation and unification under one organization of all phases of leasing operations, including examination and acceptance of bids, preparation of new leases, checking adequacy of execution by lessors, and final execution on behalf of the Department, it should be possible to effect a very material reduction in the time required to complete lease cases.

Under such procedure, the lease case with all related papers would first be received in an Administrative Unit of the Real Estate Section, where the necessary case records would be maintained. The proposals and related papers would be immediately referred to the Bid Unit of the Real Estate Section for examination and award, and the request for clearance forwarded simultaneously to the Procurement Division.

Acceptance of Bids

Under present procedure, involving reference of the bid file to the Division of Purchase, Sales and Traffic for award, average elapsed time of 7.32 days per case is now required. It is believed that under the proposed new procedure, allowing for approximately the same amount of time as is now required to secure (if necessary) additional information from bureaus or to remedy defects in the files, the time involved in acceptance of proposals could, it is believed, be reduced by at least 50 per cent. This estimate is based partly on the fact that in the Division of Purchase, Sales and Traffic, the lease bid must await its turn with numerous other bids involving the procurement of supplies, equipment, services, etc., whereas the proposed Bid Unit of the Real Estate Section would handle only lease bids. It is conservatively estimated that a maximum average of not exceeding three days per lease case would be required in connection with examination of bids and specifications, correction of defects, and making an award.

Preparation of New lease.

Immediately upon the acceptance of bids by the Bid Unit, the cases would be routed from the Bid Unit (through the Administrative Unit) to the Lease Unit of the Real Estate Section, where the required copies of the new leases would be prepared. Present average elapsed time now required in the Solicitor's Office for preparation of new leases is 18.35 days per case. It is believed that even during the "rush" periods which obtain immediately preceding and following the

beginning of each fiscal year, this work could be handled by the proposed Lease Unit within an average of approximately two days per case, while under normal operating conditions much less time should suffice.

Transmitting New Leases to Bureaus

When prepared, the new leases would be routed by the Lease Unit back to the Administrative Section, where the file would be reassembled, case records completed, and letters of transmittal prepared forwarding the completed file to the bureau (as is now done) for execution by lessors of the new leases. This process, it is estimated, would involve approximately the same elapsed time as is now required.

Execution by Lessors

Time required for execution of new leases by lessors is an element over which the Real Estate Section would have no control, and, for the purpose of completing the picture and assuming that the leases are handled as expeditiously as possible after their receipt by the bureaus, the present average elapsed time (29.16 days) would still be required for the execution of new leases by lessors.

Execution of Leases on Behalf of Department

Elapsed time heretofore required for the execution of leases by the Acting Secretary has averaged 19.01 days per case. No appreciable reduction in elapsed time has been observed since March 1st, when the Chief of the Office of Plant and Operations was designated to execute such instruments for the Secretary. Under the proposed new procedure, allowing ample time for the proper examination of leases after execution by lessors, for the routing of the leases through the Office of Budget and Finance (as at present), for their execution on behalf of the Department by the Chief of the Office of Plant and Operations and for the affixing of the green ribbon binding and the Department seal in the Secretary's File Room, it is estimated that the time required for these operations can be reduced to a maximum average of three days per case.

After final execution of leases by the Department, the executed leases would be forwarded by the Administrative Unit to the bureaus in approximately the same manner as now obtains.

Summary of Elapsed Time under Modified Procedure

Based on the foregoing estimates, the elapsed time involved in handling lease cases by the proposed Real Estate Section would be approximately as follows:

Step No.	Unit	Action	Estimated Average No. Days per Transaction
(1)	Administrative	Receipt, recording and distribution of file	0.25
(2)	Bid	Examination of bids and making award	3.00
(3)	Administrative	Assembly of file and reference to Lease Unit for preparation of new lease	0.25
(4)	Lease	Preparation of new lease	2.00
(5)	Administrative	Forwarding to bureau of completed case	1.00
(6)	Bureau	Execution of lease by lessor	29.16
(7)	Lease	Examination of lease as executed by lessor, and execution for Department by Chief, Office of Plant and Operations	3.00
(8)	Administrative	Return of completely executed lease to bureau	0.50
		Total estimated elapsed time under proposed modified procedure	39.16

Eliminating from consideration the time required by the bureaus in obtaining lessors' signatures, the elapsed time required in the Office of the Secretary for handling lease cases can, on the basis of the foregoing, be reduced from its present average of 50.12 days per case to an average of 10 days per case under the proposed revised procedure.

Procurement Division Clearance

An average of 3.84 days per case is now required to secure clearance by the Procurement Division on leases. Unless clearances are handled by special messenger between the Department and the Procurement Division, it is not believed that any material reduction can be effected in this average elapsed time. In any event, this is not essential, as even under the proposed new set-up, with its estimated drastic curtailment of time requirements, the approved clearances will have been received by the Department in sufficient time to preclude delay in the forwarding of new leases to the bureaus for execution by the lessors.

Renewals

No time study has been made in connection with the preparation and issuance of notices of renewal because, during the past several years, delay in passage of the annual Agricultural Appropriation Act has precluded the possibility of early mailing of renewal notices. However, past experience indicates that the preparation in the Real Estate Section of notices of renewal and their signature by the Chief of the Office of Plant and Operations would effect a substantial reduction in the time heretofore required for these operations.

RJW

REAU Commodity Exchange Admin LOCATION New Orleans, La.
SSOR New Orleans Cotton Exch. ACTION New lease
EMISES New Orleans Cotton Exch. Bldg. Rooms 305-308 (1,961#)
NTAL $2,400 per annum PERIOD F.Y. 1939.

DESCRIPTION OF FILE	RECEIVED R. E. O.	TO P. S. & T.	FROM P. S. & T.	TO SOLICITOR	FROM SOLICITOR	TO PROC. DIV.	FROM PROC. DIV.	TO BUREAU
earance Request	5/10	—	—	—	—	5/10	5/13	6/27
ew Lease Request	5/10	—	—	6/20	—	—	—	—
ecommendation	5/10	5/10	—	—	—	—	—	—
bulation	5/10	5/10	—	—	—	—	—	—
5% valuation	5/10	5/10	6/20	—	—	—	—	6/27
ccepted Bid	5/10(8)	5/10(8)	6/20(7)	6/20(4)	6/27(3)	—	—	6/27(6)
ther Bids	5/10(4)	5/10(4)	—	—	—	—	—	—
pecifications	5/10	5/10	—	—	—	—	—	—
rm 1036	5/10(3)	5/10(3)	6/20(2)	6/20(1)	6/27(1)	—	—	6/27(2)
S. & T. Receipt	—	—	6/20	6/20	6/27	—	—	6/27
ceptance of Proposal	—	—	6/20(2)	6/20(1)	6/27(1)	—	—	6/27(2)
w Lease	—	—	—	—	6/27(5)	—	—	6/27(5)
ase for execution	7/12(2)	—	—	7/12(2)	7/28(2)	—	—	7/28(2)

FIGURES IN PARENTHESES ( ) INDICATE NUMBER OF COPIES ATTACHED TO FILE 8—10538

1939.

Office of Plant and Operations. [illegible] leasing related to the acceptance of proposals, waiving of newspaper advertisement, the preparation of leases, renewals, terminations, etc., covering such types of space.

It will be the responsibility of the Office of Plant and Operations to refer said documents to the Office of the Solicitor for determination as to legal sufficiency in the following instances:

1. After preparation.
2. Prior to execution on behalf of the Department.

It will also be the responsibility of the Office of Plant and Operations to refer to the Office of Budget and Finance such lease transactions which have unusual budgetary implications.

This order will not apply to such leasing transactions for which prior authority for acceptance, preparation and execution has been granted various bureaus of the Department.

It will be the responsibility of the Office of Plant and Operations to refer to the Solicitor's Office any cases which, because of their complexity or other points of a legal nature involved, would appear to require legal opinion before final consummation.

Sincerely,

Secretary's File Room
(Signed)
H A Wallace

Secretary.

[BROUGHT FORWARD]

No. _____ Bureau _____ Fiscal Year _____

Lessor _____

City _____ State _____

Premises _____

_____

_____

Lease
Renewal
Informal

Date _____ Purpose _____

Effective _____ Expiration _____

Renewable to _____ Rental _____

Original Lease: Date _____ Termination Clause _____

Remarks: _____

_____

_____

U. S. GOVERNMENT PRINTING OFFICE 8—10538

Buildings (Misc.)
Organization

Plant and Operations

April 15, 1939.

MEMORANDUM FOR CHIEF
OFFICE OF PLANT AND OPERATIONS

Dear Mr. Thatcher:

Effective April 16, 1939, all actions involving the leasing to the Government of office, storage, laboratory, and/or related types of space, shall be the responsibility of the Chief of the Office of Plant and Operations. This responsibility shall include the acceptance of proposals, waiving of newspaper advertisement, the preparation of leases, renewals, terminations, etc., covering such types of space.

It will be the responsibility of the Office of Plant and Operations to refer said documents to the Office of the Solicitor for determination as to legal sufficiency in the following instances:

1. After preparation.
2. Prior to execution on behalf of the Department.

It will also be the responsibility of the Office of Plant and Operations to refer to the Office of Budget and Finance such lease transactions which have unusual budgetary implications.

This order will not apply to such leasing transactions for which prior authority for acceptance, preparation and execution has been granted various bureaus of the Department.

It will be the responsibility of the Office of Plant and Operations to refer to the Solicitor's Office any cases which, because of their complexity or other points of a legal nature involved, would appear to require legal opinion before final consummation.

Sincerely,

Secretary's File Room
(Signed)
H A Wallace

Secretary.

(BROUGHT [illegible])

DEPARTMENT OF AGRICULTURE
WASHINGTON

May 10, 1939.

MEMORANDUM FOR THE CHIEF
Office of Plant and Operations

Dear Mr. Thatcher:

Effective May 8, 1939, all actions involving the leasing to the Government of land for nursery sites, forage raising, landing fields, grazing and experimental purposes and/or related types of land, where the cases are presented to the Chief of the Office of Plant and Operations for approval, are for acceptance and execution by the chief of that office. This authority is subject to all of the provisions and procedure enumerated in my memorandum for the Chief of the Office of Plant and Operations, dated April 15, 1939, relative to office, storage, laboratory and/or related types of space.

Sincerely,

H A Wallace

Secretary.

Authorization ✓
Land ✓

Plant and Operations

May 10, 1939.

MEMORANDUM FOR THE CHIEF
Office of Plant and Operations

Dear Mr. Thatcher:

Effective May 8, 1939, all actions involving the leasing to the Government of land for nursery sites, forage raising, landing fields, grazing and experimental purposes and/or related types of land, where the cases are presented to the Chief of the Office of Plant and Operations for approval, are for acceptance and execution by the chief of that office. This authority is subject to all of the provisions and procedure enumerated in my memorandum for the Chief of the Office of Plant and Operations, dated April 15, 1939, relative to office, storage, laboratory and/or related types of space.

Sincerely,

(Signed)
H A Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

June 30, 1939.

MEMORANDUM FOR THE CHIEF
Office of Plant and Operations

Dear Mr. Thatcher:

Effective July 1, 1939, the delegations and authorities contained in Memorandum 809, dated February 27, 1939, also my memoranda of April 15 and May 10, 1939, are further extended to Mr. Jacob M. Schaffer in his capacity as Assistant Chief of the Office of Plant and Operations to act in your absence.

Sincerely,

H A Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

September 13, 1939.

MEMORANDUM FOR THE CHIEF
Office of Plant and Operations

Dear Mr. Thatcher:

Effective as of September 10, 1939, the leasing delegations and authorities contained in my memoranda to you under dates of April 15 and May 10, 1939, as they apply to the acceptance of proposals, waiving of newspaper advertisement, and other related actions, are hereby further extended to Mr. Joseph Haley in his present capacity as Acting Chief, Real Estate Division, Office of Plant and Operations.

This authority is subject to the provisions enumerated in my memorandum to you of April 15, 1939, and it shall have no application to the final execution of those leasing instruments which under the present procedure are executed "For the Secretary".

Sincerely,

H A Wallace

Secretary.

MEMORANDUM FOR THE SECRETARY
OFFICE OF FIRST AND SECOND CLASS

Sir:

Effective as of September 1, 1933, the leasing delegations and authorities contained in my memoranda to you under dates of April 19 and May 10, 1933, as they pertain to the acceptance of proposals, waiving of newspaper advertisement, and other related actions, are hereby further extended to Mr. Joseph Haley in the [illegible] Division.

This memorandum is [illegible] to you of April 19, 1933, and it shall have no application to the final execution of those leasing instruments which under the present procedure are executed "for the Secretary".

Sincerely,

[illegible]

Secretary.

September 13, 1939.

MEMORANDUM FOR THE CHIEF
Office of Plant and Operations

Dear Mr. Thatcher:

Effective as of September 10, 1939, the leasing delegations and authorities contained in my memoranda to you under dates of April 15 and May 10, 1939, as they apply to the acceptance of proposals, waiving of newspaper advertisement, and other related actions, are hereby further extended to Mr. Joseph Dale in his present capacity as Acting Chief, Real Estate Division, Office of Plant and Operations.

This authority is subject to the provisions enumerated in my memorandum to you of April 15, 1939, and it shall have no application to the final execution of those leasing instruments which under the present procedure are executed "For the Secretary".

Sincerely,

(Signed)
H A Wallace
Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

8-28-34

Memorandum No. 648

Beltsville Research Center

(1) The following named bureaus of the Department are now conducting or definitely plan to conduct a part of their activities in the Beltsville, Maryland, area:

Bureau of Animal Industry
Bureau of Dairy Industry
Bureau of Plant Industry
Bureau of Agricultural Engineering
Bureau of Entomology and Plant Quarantine
Bureau of Chemistry and Soils
Bureau of Agricultural Economics
Bureau of Biological Survey
Food and Drug Administration
Forest Service

In addition, other Departments of the Government are now conducting activities on the land of the Department of Agriculture at Beltsville.

(2) Coincident with the relocation, in the near future, of the activities conducted at the Arlington Experimental Farm, and to provide for the most beneficial use, in the interest of agriculture as a whole, of the land, buildings and other facilities of the Department in the Beltsville area, including the Bell, Maryland, station, all of these properties shall constitute, and are administratively designated as, the "Beltsville Research Center of the Department of Agriculture."

(3) In order to provide for the continued development and coordination of the Research Center on a comprehensive and orderly plan, the custody, control, and assignment for use of all lands, buildings, and fixed and such other equipment as may later be determined, and the general administration and operation of the Center is hereby vested in a Director, to be designated by the Secretary of Agriculture. The Director will be the representative of the Secretary and of the chief of each bureau conducting activities at the Center.

(4) Under this authority, in order to provide for maximum service and economy of operation to the Center as a whole, the Director will develop and establish, within the limitations of existing law and regulations, such policies and general operating methods as may be desirable

to carry out the purposes set forth herein, including the pooling, insofar as may be consistent with the requirements of the specific projects conducted at the Center, of equipment and other resources and service functions, such as power, light, water, library, construction work, farm labor, supplies, disposition of surplus products, etc. All construction work at the Center, including related activities conducted under emergency funds, such as P.W.A., C.C.C., F.E.R.A. and similar projects, will be under the supervision and control of the Director and all records pertaining to prior construction operations at the Center will be transferred to, or at his discretion, made available to the Director.

(5) In order to organize and establish the administrative activity provided for in the foregoing, Dr. E. N. Bressman is designated, temporarily, as Director of the Beltsville Research Center.

(6) All previous Departmental memoranda relating to the direction and coordination of activities in the Beltsville area are hereby revoked.

H. A. Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

February 9, 1935.

Memorandum No. 659

MEMORANDUM TO THE DIRECTOR OF THE BELTSVILLE RESEARCH CENTER

In order that there may be no misunderstanding regarding the functions and responsibilities conferred upon the director of the Beltsville Research Center in my Memorandum of August 8, 1934, No. 648, you are advised that you will be expected to assume the following functions and duties as rapidly as possible, but in any event by the beginning of the next fiscal year:

(a) Maintenance of buildings, fixed equipment, fencing, and similar physical improvements.

(b) Custodial service, including the maintenance and operation of all heating systems.

(c) Supervision of telephone, light, power, water, and sewage facilities.

(d) Maintenance and construction of all roads and trails.

(e) Fire protection.

(f) Central mechanical shops.

(g) Guard and patrol service.

(h) Land and building assignments.

Exceptions to the authority conferred herein will be considered only upon specific written request of the Chief of a Bureau to the Director. Control of all land and buildings at the Beltsville Research Center is vested in the Secretary of Agriculture. It shall be the responsibility of the Director to receive all requests for assignments and prepare recommendations for the approval of the Secretary. Funds for the performance of the services or the purchase of materials required during the balance of the fiscal year 1935 will be obtained by transfers from the appropriations of the respective bureaus under the provisions of Section 601 of the Economy Act if considered necessary. If the legislation now under consideration is approved, these services will be performed after July 1, 1935, on a reimbursement or transfer basis.

[illegible]

In order that there may be clear lines of responsibility in the operation of the Beltsville Research Center, the Director shall set up three divisions:

(a) Office Management, which shall include Accounts and Project Records, Purchasing, Bookkeeping, and Clerical Work.

(b) Operation, which shall include those operating functions given in this memorandum and in Memorandum No. 648.

(c) Construction Division for the duration of the present Public Works program.

The Bureau of Agricultural Engineering shall be held responsible for inspection of all construction and shall report any defects or failure to comply with plans or specifications to the Director.

H A Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

February 2, 1935.

Memorandum No. 660

Beltsville Research Center

To provide for the more effective performance of the work incidental to the completion of all public works projects for the Beltsville Research Center the following regulations are promulgated, effective February 15, 1935.

(1) All personnel now paid from Public Works allotments made for Beltsville Research Center projects shall be instructed to report to the Director of the Center, who shall be responsible for all activities of such personnel.

(2) All financial control over any and all expenditures from allotments made to the Beltsville Research Center public works projects shall be vested in the Director, who shall approve all expenditures for personnel, materials, services, etc. Copies of all purchase orders, contracts, appointments, or other obligation commitments shall be forwarded by the Director to the Chief of the bureau to which the original public works allotments were made, who will be responsible for the auditing of the accounts submitted and the maintenance of control records essential to comply with Treasury Department and General Accounting Office regulations and the regular department accounting procedure.

(3) The Director is authorized to issue specifications and to make awards of contracts for supplies, materials, and/or services required for public works operations in amounts not exceeding ($5,000), without reference to the Chief, Division of Purchase, Sales and Traffic.

(4) The Director shall issue necessary purchase orders, shop requests, or other authorizations covering the encumberance of allotments made for Beltsville Research Center public works projects.

(5) The services of regular department personnel headquartered at Beltsville may be utilized by the Director as circumstances require for the advancement of the program without reimbursement for services rendered, provided that prior arrangement for such utilization is made with the Chief or with the duly designated representative of the bureau concerned.

(6) No construction, repairs, improvements, or other operations under existing or future public works projects for the Center, or any work of a general character such as fencing, clearing or erecting of small outhouses financed from any funds shall be initiated without the prior written approval of the Director.

(7) The Director may prepare recommendations for the signature of the Secretary of Agriculture to the Administrator for Public Works for the transfer of any unencumbered balances on any public works projects for the Center to any other existing or future projects for the Center.

(8) The Director shall be responsible for the maintenance of adequate records of expenditures by projects and no obligation commitments shall be made by him without prior determination of an adequate unencumbered balance on the allotment for the project involved in the proposed expenditure.

(9) All records not essentially a part of the permanent bureau accounting or personnel files shall be transferred to the custody of the Director of the Beltsville Research Center, who shall be responsible for the maintenance of such records in such form as to meet the requirements of the department, the public works administration or any other interested government agency.

The adoption of these regulations is intended to provide for the complete centralization and control on the part of the Director of the Beltsville Research Center of all operations conducted under allotments made to the Center by the Public Works Administration and in the interpretation of these instructions and regulations this intent shall govern in all instances. With only four and one-half months remaining for the completion of all force account work and for placing under contract all work to be accomplished by that method, it is of the utmost importance to facilitate every phase of the operating procedure and all employees concerned are directed and instructed to afford every possible assistance to the accomplishment of this purpose.

R. G. Tugwell

Acting Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

February 28, 1935

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

Since October 6, 1934, Mr. E. C. Butterfield has been serving as Director of the Beltsville Research Center. It is now necessary for him to resume his position as Senior Horticulturist and Superintendent of the Arlington Experiment Farm. Accordingly, he is relieved as Director of the Beltsville Research Center, effective at the close of business on February 28, 1935.

Mr. H. A. Nelson, who is now serving as Associate Director of the Beltsville Research Center, is designated as Acting Director, effective March 1, 1935. Mr. Nelson will continue to act in this capacity until the selection of a permanent Director, when he will assume the duties of Business Manager of the Bureau of Animal Industry.

R. G. Tugwell
Acting Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

August 14, 1935

MEMORANDUM NO. 677

Beltsville Research Center

Mr. H. A. Nelson is hereby designated as Director of the Beltsville Research Center. The duties and responsibilities assigned will conform to the general principles outlined in Memoranda 648 and 659, subject to later revision if deemed desirable.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

October 18, 1935.

M E M O R A N D U M

For fiscal, administrative and personnel administration purposes, the Beltsville Research Center administrative organization shall be classed as a bureau as defined in Paragraph 1 (c) of the Fiscal Regulations of the department, and the Director of the Beltsville Research Center, as the administrative head of the organization, is authorized and directed to perform the duties and responsibilities required by the regulations of the department.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
NATIONAL AGRICULTURAL RESEARCH CENTER
BELTSVILLE, MARYLAND

March 31,1936

MEMORANDUM FOR SUPERINTENDENTS OF THE
NATIONAL AGRICULTURAL RESEARCH CENTER

There is attached a copy of a waiver of the requirements of Department Regulation No. 212, which will permit the transfer of property between bureaus operating on the National Agricultural Research Center under approval of the director, without the necessity for obtaining the authorization of the Chief, Division of Purchase, Sales and Traffic.

It is believed that this procedure will be helpful in expediting transfers.

The waiver provides that reports of all such transfers shall be made to the Chief, Division of Purchase, Sales and Traffic. To accomplish this it is requested that an additional copy be furnished of each transfer submitted to this office for approval.

H. A. NELSON,
Director.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

November 13, 1936.

Memorandum to Chiefs of Bureaus and Offices:

Inasmuch as the Bell Station of the Bureau of Plant Industry is geographically so far removed from administrative headquarters of the National Agricultural Research Center as to render the effective use of the service functions of the Center rather difficult, the Bell Station is hereby separated from the administrative organization of the National Agricultural Research Center. The portion of Memorandum No. 648 referring to the Bell Station is revoked.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
NATIONAL AGRICULTURAL RESEARCH CENTER
BELTSVILLE, MARYLAND

March 15, 1937.

MEMORANDUM NO. 23

Designation of General Superintendent

Effective March 16, 1937, Mr. Earl C. Sanford is designated as General Superintendent of the National Agricultural Research Center, and in this capacity will perform, under the supervision of the Director, all of the duties outlined in Secretary's Memorandum Nos. 648, 659, and 660.

H. A. NELSON
Director

Copy for Mr. Ellis

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

July 18, 1938.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

Funds have been allocated by the Public Works Administration and the Works Progress Administration for a number of joint construction projects at the Beltsville Research Center. While the amounts made available under these allocations are earmarked for specific projects the actual transfers will all be made to the Research Center. This action as well as the importance of the entire program from the standpoint of general Department interest necessitates the setting up of central management and control for all phases of the work under the program. To accomplish this the following designations are made:

The Special Committee on Regional Laboratory Plans and Specifications authorized by Memorandum No. 758, dated July 16, 1938, will serve in the same capacity for the Beltsville program.

Mr. Earl C. Sanford, General Superintendent, Beltsville Research Center -- General supervision of the program.

Mr. Henry C. Trask, Chief Resident Engineer - Responsible for all phases of construction work, including the preparation of all plans and specifications not provided by the Bureau of Agricultural Engineering direction of force account operations, inspection of both force account and contract work, preparation of P.W.A. and W.P.A. progress and other reports, preparation of recommendations for the appointment of construction and related personnel, maintenance of subsidiary cost records and time reports, and the performance of other essential functions.

Chief, P.W.A.-W.P.A. Business Management Section - Under the immediate supervision of the Chief, Division of Business Management for the Center to be responsible for the maintenance of all necessary accounting and project records, the purchase of supplies and materials from existing contracts, the solicitation of proposals in accordance with the Regulations of the Department and the requirements of the Public Works and Works Progress Administrations for supplies, materials and services, the maintenance of the primary time and leave records, the preparation of payrolls, and the performance of related functions.

Bureau Contact Officer - To be designated by each chief of bureau concerned in the program and authorized to present the needs and requirements of the organization to the Special Committee and when necessary to the Center representatives.

The above-indicated organizational arrangement is intended to provide for the effective performance of the responsibilities with which the Department is charged under this construction program with the minimum of interference with regular activities. The members of the permanent staff are expected to furnish such advisory and technical assistance as may be required, and to make available such items of supplies and equipment as may be properly provided, but no attempt should be made to merge personnel or other resources.

Each project will be required to assume its respective share of administrative, technical, planning, and inspectional costs based on the character of the project, the degree of technical services required, and the method of performance; i.e., force account or contract, or other applicable factors.

M. L. Wilson
Acting Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C.

June 16, 1938

MEMORANDUM NO. 758

Designating Special Committee on Regional Laboratory Plans and Specifications

There is hereby designated a committee on plans and specifications for the regional laboratories authorized under Title II, Section 202, of the Agricultural Adjustment Act of 1938, consisting of:

Dr. David J. Price, BCS, Chairman
Mr. George R. Boyd, BAEng.
Mr. Robert M. Baker, BCS
Mr. Frank J. Sette, Secy's Ofc

The committee may be enlarged later if this seems desirable.

The main purpose of this committee will be to receive all suggestions as to construction, space, and fixed equipment, and to cooperate with the architect in the development of plans and specifications for the main laboratory buildings. It will probably be necessary for the committee to call on bureaus for technical advice and perhaps it may be found desirable for the committee to appoint subcommittees of qualified individuals to give attention to special features. Because of the Department-wide interest in these laboratories, I hope that the bureaus and personnel of the Department will cooperate in every way possible.

In planning for construction of this magnitude and complexity, differences of opinion may arise and it may not be feasible to meet the wishes of all agencies and individuals. If the committee cannot arrive at a satisfactory adjustment with the architect or with representatives of the bureaus, the point or points in question should be promptly brought to the attention of the Director of Research, who will act for the Secretary's Office in arriving at decisions with a minimum of delay.

H A Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

December 3, 1938.

MEMORANDUM TO CHIEFS OF BUREAUS AND OFFICES

In the interests of expeditious conduct of work, and in accordance with Article 3, U.S. Standard Form No. 23, (Revised September 9, 1935) Construction Contract, Mr. F. J. Sette as Coordinator, and Mr. Paul P. Stewart as Acting Coordinator of the Beltsville Research Center Construction Program, are hereby designated the representatives of the head of the Department in all matters falling within the scope of the aforementioned article and related to construction proceeding by contract on Projects under Title II of the Work Relief and Public Works Appropriation Act of 1938, Beltsville, Maryland, and are hereby authorized to issue written orders making changes in the drawings and/or specifications for such construction within the general scope of the contracts therefor.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

February 27, 1939.

MEMORANDUM NO. 809

In order to meet the expanding needs of the Department, the present Division of Operation will, effective March 1, 1939, be known as the Office of Plant and Operations, and its functions will be:

1. Responsibility for housing the operating plants of the Department for both the District of Columbia and the Field, such responsibility to include:

   (a) Initiation of a long range program of planning the most efficient housing of Departmental activities.

   (b) Active prosecution of approved housing projects for the Department's activities.

   (c) Study of possible consolidation of the housing of operating plants with a view to securing greater economy and efficiency of operation.

   (d) Responsibility for the maintenance of a current registry of real property, for space control and assignments, construction, repairs, relations with the National Park Service of the Department of Interior as they pertain to space and its maintenance in the District of Columbia, property management and maintenance, allotment and control of parking areas, leases, and related matters.

2. Responsibility for development, by collaborative methods with the operating Bureaus, of Departmental standards for equipment, including automotive and other heavy equipment, its operation and maintenance, also aerial, photographic and other optical equipment, and the study of such other related matters as may be determined from time to time or have already been outlined in my memorandum of June 8, 1938, establishing the Technical Advisory Board.

3. Responsibility for the Department's Communications System, including, in addition to those functions which now comprise a part of the work of the present Division of

Operations, responsibility for making studies of existing file systems and, by collaborative methods, to plan and develop a uniform system of file operations for the Department's activities in both the District of Columbia and the field; to act in a liaison capacity for the Department with the National Archives.

4. Responsibility for administrative functions, such as fiscal and personnel control, for the Office of the Secretary, including the Offices of Budget and Finance, Personnel, Plant and Operations, Land Use Coordination, Marketing and Regulatory Work, and the maintenance of pertinent records.

5. Responsibility for the Departmental service and management functions of the Beltsville Research Center and supervision of the Office of General Superintendent.

6. Responsibility for operation and maintenance of the Department's Garage and Motor Transport System for the District of Columbia.

The following activities are hereby transferred to the Office of Plant and Operations:

(1) The Division of Operation (now a part of the Office of the Secretary).

(2) The Technical Advisory Board from the Office of Budget and Finance.

(3) Office of General Superintendent, Beltsville Research Center, Beltsville, Maryland.

Mr. Arthur B. Thatcher is hereby appointed as Chief of the Office of Plant and Operations. He is also designated as Real Estate Officer for the Department and is hereby delegated to sign "For the Secretary" such leases for space and related instruments as are now required by the Department Regulations to be signed by the Secretary or Acting Secretary.

The Department Housing Committee, as outlined in the last paragraph of Department Memorandum No. 646, dated May 17, 1934, is hereby abolished.

H A Wallace

Secretary of Agriculture.

OFFICE OF
THE SECRETARY OF AGRICULTURE

Paul:

I think you should see the attached memo restating the functions of the Beltsville Research Center administrative organization. The powers are quite similar to those granted in Memo. 659. ~~etc~~. Copies of all memos dealing with Beltsville are attached for comparison.

F. J. D.

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6. Responsibility for operation a
Department's Garage and Motor
District of Columbia.

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(1) The Division of Operation (n
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(2) The Technical Advisory Board
and Finance.

(3) Office of General Superintend
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H A Wallace

Secretary of Agriculture.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON, D. C.

April 9, 1940.

MEMORANDUM NO. 809; Supplement No. 1
Beltsville Research Center

Memorandum 809, dated February 27, 1939, transferred to the Office of Plant and Operations the responsibility for the Departmental service and management functions of the Beltsville Research Center and supervision of the Office of General Superintendent.

Effective April 16, 1940, the titles heretofore used of Director and Acting Director, Beltsville Research Center, are hereby abolished and the Office of General Superintendent will be known as the Division of Management and Operations, Beltsville Research Center.

The Division of Management and Operations will be responsible for:

a. The comprehensive and orderly development of the Beltsville Research Center and the most effective use of land, buildings and space.

b. Maintenance of buildings and grounds, fixed equipment, fencing and other physical improvements, roads, trails and fire protection; supervision of guard, patrol and char services; operation of heating systems (except those in residences), refrigeration systems, granaries, fuel yards, central mechanical shops and such branch shops as may be necessary because of the geographical location of the several bureau operations.

c. Providing utility and other general miscellaneous services, such as telephone, light, power, water, gas, sewage, garbage and refuse disposal, drayage service, and mail transportation facilities between the Department buildings in Washington and the Center and within and throughout the Center proper.

d. All construction, including buildings and structures, roads and trails, fences, stream improvements, drainage systems and utility services.

e. Supervision of the operations performed by the C.C.C., P.W.A. and W.P.A. Projects assigned to the Division of Management and Operations.

f. Furnishing labor, equipment and materials necessary for the performance of general farming operations required by the bureaus.

In accordance with existing legislation, such services for which appropriations have not been made to the Center will be performed on a reimbursement or transfer of funds basis.

In order to provide for uniformity, safety and efficiency, the installation of all equipment, fixtures, wiring, and plumbing, or alterations to present facilities which affect the utilities shall be approved by the Division of Management and Operations prior to such installation or alteration.

For the purposes of determining what areas constitute the Beltsville Research Center, there is attached, to become a part of this memorandum, a map showing the boundaries.

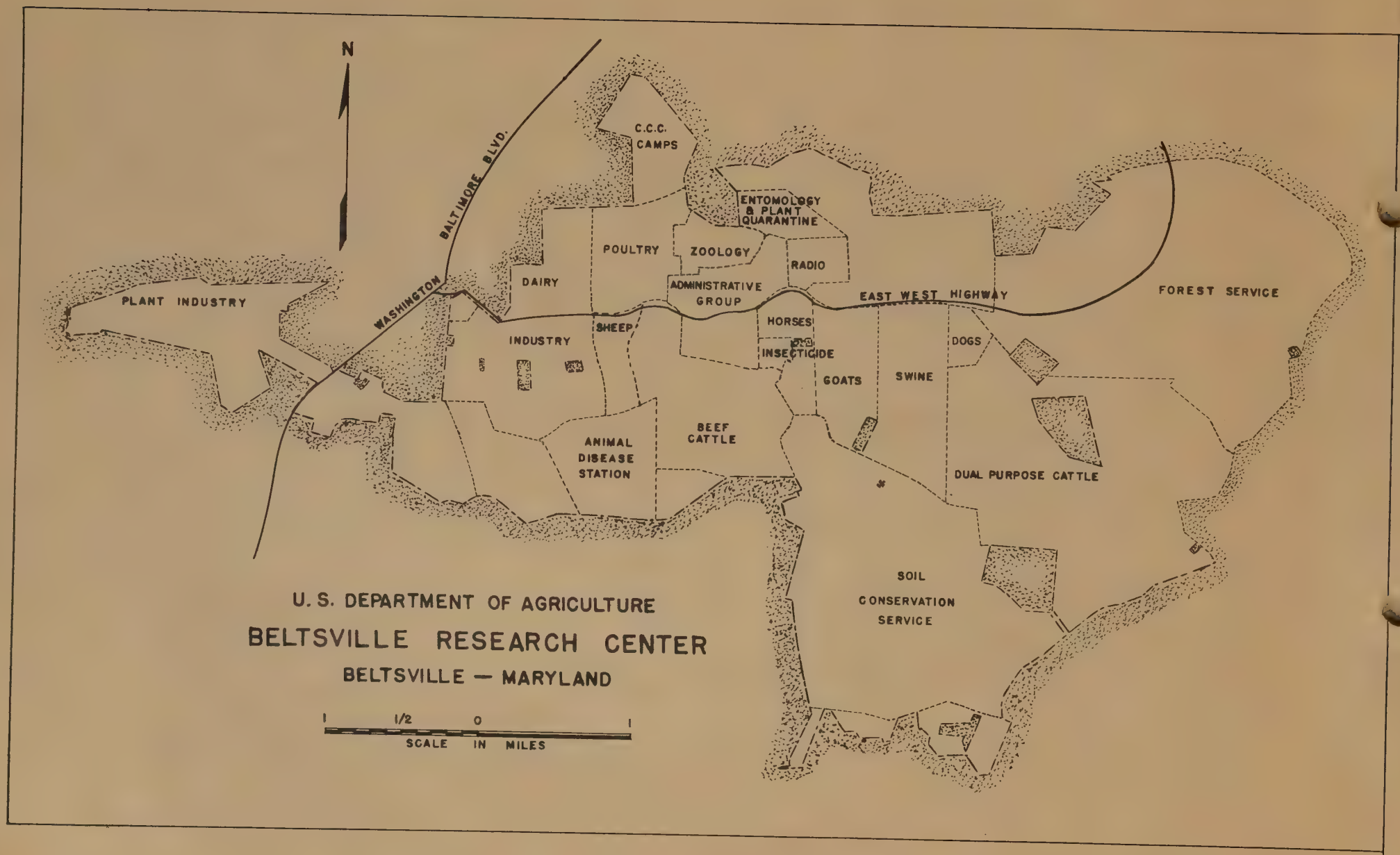
The Division of Management and Operations will furnish on a reimbursable or transfer of funds basis such services as may be required by the Bureau of Biological Survey of the Department of the Interior, the mechanical shops for the C.C.C., Bureau of Standards of the Department of Commerce, and such other governmental agencies as may be operating at the Beltsville Research Center.

This memorandum will supersede memoranda Nos. 648, 659, and such other memoranda as may be in conflict with this memorandum except memorandum 660, dated February 9, 1935, and my memorandum to Chiefs of Bureaus and Offices, dated December 3, 1938, both of which apply to the Beltsville Research Center Construction Program being performed under emergency funds.

H A Wallace

Secretary.

Attachment.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ANIMAL DISEASE STATION
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U. S. DEPARTMENT OF AGRICULTURE
BELTSVILLE RESEARCH CENTER
BELTSVILLE — MARYLAND
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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

February 9, 1935

Memorandum No. 659

MEMORANDUM TO THE DIRECTOR OF THE BELTSVILLE RESEARCH CENTER

In order that there may be no misunderstanding regarding the functions and responsibilities conferred upon the director of the Beltsville Research Center in my Memorandum of August 8, 1934, No. 648, you are advised that you will be expected to assume the following functions and duties as rapidly as possible, but in any event by the beginning of the next fiscal year:

(a) Maintenance of buildings, fixed equipment, fencing, and similar physical improvements.

(b) Custodial service, including the maintenance and operation of all heating systems.

(c) Supervision of telephone, light, power, water, and sewage facilities.

(d) Maintenance and construction of all roads and trails.

(e) Fire protection.

(f) Central mechanical shops.

(g) Guard and patrol service.

(h) Land and building assignments.

Exceptions to the authority conferred herein will be considered only upon specific written request of the Chief of a Bureau to the Director. Control of all land and buildings at the Beltsville Research Center is vested in the Secretary of Agriculture. It shall be the responsibility of the Director to receive all requests for assignments and prepare recommendations for the approval of the Secretary. Funds for the performance of the services or the purchase of materials required during the balance of the fiscal year 1935 will be obtained by transfers from the appropriations of the respective bureaus under the provisions of Section 601 of the Economy Act if considered necessary. If the legislation now under consideration is approved, these services will be performed after July 1, 1935, on a reimbursement or transfer basis.

In order that there may be clear lines of responsibility in the operation of the Beltsville Research Center, the Director shall set up three divisions:

(a) Office Management, which shall include Accounts and Project Records, Purchasing, Bookkeeping, and Clerical Work.

(b) Operation, which shall include those operating functions given in this memorandum and in Memorandum No. 648.

(c) Construction Division for the duration of the present Public Works program.

The Bureau of Agricultural Engineering shall be held responsible for inspection of all construction and shall report any defects or failure to comply with plans or specifications to the Director.

Sincerely,

H. C. Wallace

Secretary

Dr. J. M. Schaffer

COPY

US DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

8-28-34

MEMORANDUM NO. 648

Beltsville Research Center

(1) The following named bureaus of the Department are now conducting or definitely plan to conduct a part of their activities in the Beltsville, Maryland, area:

Bureau of Animal Industry
Bureau of Dairy Industry
Bureau of Plant Industry
Bureau of Agricultural Engineering
Bureau of Entomology and Plant Quarantine
Bureau of Chemistry and Soils
Bureau of Agricultural Economics
Bureau of Biological Survey
Food and Drug Administration
Forest Service

In addition, other Departments of the Government are now conducting activities on the land of the Department of Agriculture at Beltsville.

(2) Coincident with the relocation, in the near future, of the activities conducted at the Arlington Experimental Farm, and to provide for the most beneficial use, in the interest of agriculture as a whole, of the land, buildings, and other facilities of the Department in the Beltsville area, including the Bell, Maryland, station, all of these properties shall constitute, and are administratively designated as, the "Beltsville Research Center of the Department of Agriculture."

(3) In order to provide for the continued development and coordination of the Research Center on a comprehensive and orderly plan, the custody, control, and assignment for use of all lands, buildings, and fixed and such other equipment as may later be determined, and the general administration and operation of the Center is hereby vested in a Director, to be designated by the Secretary of Agriculture. The Director will be the representative of the Secretary and of the chief of each bureau conducting activities at the Center.

(4) Under this authority, in order to provide for maximum service and economy of operation to the Center as a whole, the Director will develop and establish, within the limitations of existing law and regulations, such policies and general operating methods as may be desirable

COPY

U. S. DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

S-28-54

MEMORANDUM NO. 648

Beltsville Research Center

(1) The following named bureaus of the Department are now conducting or definitely plan to conduct a part of their activities in the Beltsville, Maryland, area:

Bureau of Animal Industry
Bureau of Dairy Industry
Bureau of Plant Industry
Bureau of Agricultural Engineering
Bureau of Entomology and Plant Quarantine
Bureau of Chemistry and Soils
Bureau of Agricultural Economics
Bureau of Biological Survey
Food and Drug Administration
Forest Service

In addition, other Departments of the Government are now conducting activities on the land of the Department of Agriculture at Beltsville.

(2) Coincident with the relocation, in the near future, of the activities conducted at the Arlington Experimental Farm, and to provide for the most beneficial use, in the interest of agriculture as a whole, of the land, buildings, and other facilities of the Department in the Beltsville area, including the Bell, Maryland, station, all of these properties shall constitute, and are administratively designated as, the "Beltsville Research Center of the Department of Agriculture."

(3) In order to provide for the continued development and coordination of the Research Center on a comprehensive and orderly plan, the custody, control, and assignment for use of all lands, buildings, and fixed and such other equipment as may later be determined, and the general administration and operation of the Center is hereby vested in a Director, to be designated by the Secretary of Agriculture. The Director will be the representative of the Secretary and of the chief of each bureau conducting activities at the Center.

(4) Under this authority, in order to provide for maximum service and economy of operation to the Center as a whole, the Director will develop and establish, within the limitations of existing law and regulations, such policies and general operating methods as may be desirable

to carry out the purposes set forth herein, including the pooling, insofar as may be consistent with the requirements of the specific projects conducted at the Center, of equipment and other resources and service functions, such as power, light, water, library, construction work, farm labor, supplies, disposition of surplus products, etc. All construction work at the Center, including related activities conducted under emergency funds, such as P.W.A., C.C.C., F.E.R.A., and similar projects, will be under the supervision and control of the Director and all records pertaining to prior construction operations at the Center will be transferred to, or at his discretion, made available to the Director.

(5) In order to organize and establish the administrative activity provided for in the foregoing, Dr. E. N. Bressman is designated, temporarily, as Director of the Beltsville Research Center.

(6) All previous Departmental memoranda relating to the direction and coordination of activities in the Beltsville area are hereby revoked.

(signed) H. A. WALLACE
Secretary

to carry out the purposes set forth herein, including the pooling, insofar as may be consistent with the requirements of the specific projects conducted at the Center, of equipment and other resources and service functions, such as power, light, water, library, construction work, farm labor, supplies, disposition of surplus products, etc. All construction work at the Center, including related activities conducted under emergency funds, such as P.W.A., C.C.C., F.E.R.A., and similar projects, will be under the supervision and control of the Director and all records pertaining to prior construction operations at the Center will be transferred to, or at his discretion, made available to the Director.

(5) In order to organize and establish the administrative activity provided for in the foregoing, Dr. E. M. Bressman is designated, temporarily, as Director of the Beltsville Research Center.

(6) All previous Departmental memoranda relating to the direction and coordination of activities in the Beltsville area are hereby revoked.

(signed) H. A. WALLACE
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

February 27, 1939.

MEMORANDUM NO. 809

In order to meet the expanding needs of the Department, the present Division of Operation will, effective March 1, 1939, be known as the Office of Plant and Operations, and its functions will be:

1. Responsibility for housing the operating plants of the Department for both the District of Columbia and the Field, such responsiblity to include:

   (a) Initiation of a long range program of planning the most efficient housing of Departmental activities.

   (b) Active prosecution of approved housing projects for the Department's activities.

   (c) Study of possible consolidation of the housing of operating plants with a view to securing greater economy and efficiency of operation.

   (d) Responsibility for the maintenance of a current registry of real property, for space control and assignments, construction, repairs, relations with the National Park Service of the Department of Interior as they pertain to space and its maintenance in the District of Columbia, property management and maintenance, allotment and control of parking areas, leases, and related matters.

2. Responsibility for development, by collaborative methods with the operating Bureaus, of Departmental standards for equipment, including automotive and other heavy equipment, its operation and maintenance, also aerial, photographic and other optical equipment, and the study of such other related matters as may be determined from time to time or have already been outlined in my memorandum of June 8, 1938, establishing the Technical Advisory Board.

3. Responsibility for the Department's Communications System, including, in addition to those functions which now comprise a part of the work of the present Division of

Operation, responsibility for making studies of existing file systems and, by collaborative methods, to plan and develop a uniform system of file operations for the Department's activities in both the District of Columbia and the field; to act in a liaison capacity for the Department with the National Archives.

4. Responsibility for administrative functions, such as fiscal and personnel control, for the Office of the Secretary, including the Offices of Budget and Finance, Personnel, Plant and Operations, Land Use Coordination, Marketing and Regulatory Work, and the maintenance of pertinent records.

5. Responsibility for the Departmental service and management functions of the Beltsville Research Center and supervision of the Office of General Superintendent.

6. Responsibility for operation and maintenance of the Department's Garage and Motor Transport System for the District of Columbia.

The following activities are hereby transferred to the Office of Plant and Operations:

(1) The Division of Operation (now a part of the Office of the Secretary).

(2) The Technical Advisory Board from the Office of Budget and Finance.

(3) Office of General Superintendent, Beltsville Research Center, Beltsville, Maryland.

Mr. Arthur B. Thatcher is hereby appointed as Chief of the Office of Plant and Operations. He is also designated as Real Estate Officer for the Department and is hereby delegated to sign "For the Secretary" such leases for space and related instruments as are now required by the Department Regulations to be signed by the Secretary or Acting Secretary.

The Department Housing Committee, as outlined in the last paragraph of Department Memorandum No. 646, dated May 17, 1934, is hereby abolished.

H A Wallace

Secretary of Agriculture.

UNITED STATES DEPARTMENT OF AGRICULTURE
BELTSVILLE RESEARCH CENTER
BELTSVILLE, MD.

November 13, 1940.

MEMORANDUM FOR MR. ARTHUR B. THATCHER
Chief, Office of Plant and Operations

In accordance with your conversation with Mr. F. R. Ellis, regarding the transfer of perishable products at the Beltsville Research Center, it is suggested that a supplement be issued to Secretary's Memorandum No. 809, worded as follows:

> "The Chief of the Division of Management and Operations, of the Office of Plant and Operations, as Chairman of the Beltsville Research Center Board of Survey, may, on request of bureau representatives at the Center, approve the transfer of surplus perishable products, equipment, livestock, and other materials, from one bureau or unit to another at the Beltsville Research Center.
>
> "Notation of this change of authorization should be made in next to the last paragraph of Department Regulation No. 4421."

This matter was discussed at the last meeting of Superintendents of Units at the Center and the above wording was approved by those present.

C. A. Logan

C. A. LOGAN, Chief,
Division of Management & Operations.

December 26, 1940.

MEMORANDUM NO. 809; Supplement No. 2

The Chief of the Division of Management and Operations, of the Office of Plant and Operations, as Chairman of the Beltsville Research Center Board of Survey, may, on request of bureau representatives at the Center, approve the transfer of surplus perishable products, equipment, livestock, and other materials or property from one bureau or unit to another at the Beltsville Research Center.

Notation of this change of authorization should be made in next to the last paragraph of Department Regulation No. 4421.

Secretary's File Room
(Signed)

Paul H. Appleby
Acting Secretary

December 28, 1944

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Mail room to the
Secretary's File Room

Department No. 1944 Supplement No. 2

The Chief of the Division of Management and Organization of the Office of Plant and Operations, on Chairman of the Indianville Housing Control Board of Review, and, on request of Lorenzo Commissioner of the Indianville Housing Authority, approves the transfer of surplus property, furniture, equipment, livestock, and other materials or property from one Bureau or unit to another of the Indianville Housing Authority.

Entries of this change of authorization should be made in accordance to the Land Department of Supplement Regulation No. 4421.

Secretary's File Room
(Signed)

Acting Secretary

Secy.

April 9, 1940.

MEMORANDUM NO. 809, Supplement No. 1

Memorandum 809, dated February 27, 1940, transferred to the Office of Plant and Operations the responsibility for the departmental service and management functions of the Beltsville Research Center and supervision of the Office of General Superintendent.

Effective April 16, 1940, the titles heretofore used of Director and Acting Director, Beltsville Research Center, are hereby abolished and the Office of General Superintendent will be known as the Division of Management and Operations, Beltsville Research Center.

The Division of Management and Operations will be responsible for:

a. The comprehensive and orderly development of the Beltsville Research Center and the most effective use of land, buildings and space.

b. Maintenance of buildings and grounds, fixed equipment, housing and other physical improvements, roads, trails and fire protection; supervision of guard, patrol and char services; operation of heating systems (except those in residences), refrigeration systems, granaries, fuel yards, central mechanical shops and such branch shops as may be necessary because of the geographical location of the several bureau operations.

c. Providing utility and other general miscellaneous services, such as telephone, light, power, water, gas, sewage, garbage and refuse disposal, drayage service, and mail transportation facilities between the Department buildings in Washington and the Center and within and throughout the Center proper.

d. All construction, including buildings and structures, roads and trails, fences, stream improvements, drainage systems and utility services.

e. Supervision of the operations performed by the C.C.C., F.E.A. and W.P.A. Projects assigned to the Division of Management and Operations.

f. Furnishing labor, equipment and materials necessary for the performance of general farming operations required by the bureaus.

In accordance with existing legislation, such services for which appropriations have not been made to the Center will be performed on a reimbursement or transfer of funds basis.

In order to provide for uniformity, safety and efficiency, the installation of all equipment, fixtures, wiring, and plumbing, or alterations to present facilities which affect the utilities shall be approved by the Division of Management and Operations prior to such installation or alteration.

For the purposes of determining what areas constitute the Beltsville Research Center, there is attached, to become a part of this memorandum, a map showing the boundaries.

The Division of Management and Operations will furnish on a reimbursable or transfer of funds basis such services as may be required by the Bureau of Biological Survey of the Department of the Interior, the mechanical shops for the C.C.C., Bureau of Standards of the Department of Commerce, and such other governmental agencies as may be operating at the Beltsville Research Center.

This memorandum will supersede memoranda Nos. 648, 659, and such other memoranda as may be in conflict with this memorandum except memorandum 680, dated February 9, 1935, and my memorandum to Chiefs of Bureaus and Offices, dated December 3, 1938, both of which apply to the Beltsville Research Center Construction Program being performed under emergency funds.

(Signed)

H A Wallace

Secretary.

attachment

C
O
P
Y

May 10, 1939.

MEMORANDUM FOR THE CHIEF
Office of Plant and Operations

Dear Mr. Thatcher:

Effective May 8, 1939, all actions involving the leasing to the Government of land for nursery sites, forage raising, landing field, grazing and experimental purposes and/or related types of land, where the cases are presented to the Chief of the Office of Plant and Operations for approval, are for acceptance and execution by the chief of that office. This authority is subject to all of the provisions and procedure enumerated in my memorandum for the Chief of the Office of Plant and Operations, dated April 15, 1939, relative to office, storage laboratory and/or related types of space.

Sincerely,

/s/ H. A. Wallace

Secretary

C
O
P
Y

April 15, 1939

MEMORANDUM FOR CHIEF
Office of Plant and Operations

Dear Mr. Thatcher:

Effective April 16, 1939, all actions involving the leasing to the Government of office, storage, laboratory and/or related types of space, shall be the responsibility of the Chief of the Office of Plant and Operations. This responsibility shall include the acceptance of proposals, waiving of newspaper advertisement, the preparation of leases, renewals, terminations, etc., covering such types of space.

It will be the responsibility of the Office of Plant and Operations to refer said documents to the Office of the Solicitor for determination as to legal sufficiency in the following instances:

1. After preparation.
2. Prior to execution on behalf of the Department.

It will also be the responsibility of the Office of Plant and Operations to refer to the Office of Budget and Finance such lease transactions which have unusual budgetary implications.

This order will not apply to such leasing transactions for which prior authority for acceptance, preparation and execution has been granted various bureaus of the Department.

It will be the responsibility of the Office of Plant and Operations to refer to the Solicitor's Office any cases which, because of their complexity or other points of a legal nature involved, would appear to require legal opinion before final consummation.

Sincerely,

/s/ H. A. Wallace

Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON

December 30, 1941.

To: Arthur B. Thatcher, Chief, Office of Plant and Operations

From: Claude R. Wickard, Secretary

Subject: Changes in Delegations and Authorities re Leasing Matters

The delegations and authorities regarding leasing matters granted to Mr. Jacob M. Schaffer in a memorandum from the Secretary of Agriculture, dated June 30, 1939, are hereby rescinded.

In addition to his present leasing authorities, effective December 29, 1941, the delegations and authorities contained in Memorandum No. 809, dated February 27, 1939, also Secretarial memoranda of April 15 and May 10, 1939, are further extended to Mr. Joseph Haley in his capacity as Acting Chief, Real Estate Division.

Claude R. Wickard

December 30, 1941.

To: Arthur B. Thatcher, Chief, Office of Plant and Operations

From: Claude R. Wickard, Secretary

Subject: Changes in Delegations and Authorities re Leasing Matters

The delegations and authorities regarding leasing matters granted to Mr. Jacob M. Schaffer in a memorandum from the Secretary of Agriculture, dated June 30, 1939, are hereby rescinded.

In addition to his present leasing authorities, effective December 29, 1941, the delegations and authorities contained in Memorandum No. 809, dated February 27, 1939, also Secretarial memoranda of April 15 and May 10, 1939, are further extended to Mr. Joseph Haley in his capacity as Acting Chief, Real Estate Division.

Secretary's File Room
(Signed)
Claude R. Wickard

ABThatcher:VWJ
12-26-41

December 31, 1941

Mr. B. A. McGinn
Chief, Contract Examining Section
General Accounting Office
Washington, D. C.

Dear Mr. McGinn:

For your information, there is enclosed a photostatic copy of an order by the Secretary of Agriculture, dated December 30, 1941, changing the delegation of authorities within the Department relative to leasing matters.

Very truly yours,

C. A. Salisbury, Acting Chief
Lease Section

Enclosure

CASalisbury:TAD
12/31/41

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

OFFICE OF PLANT AND OPERATIONS

April 1 1943.

DELEGATION OF LEASING AUTHORITY

Pursuant to the authority vested in me by Paragraph 1712 of the Regulations of the Department of Agriculture, as approved by the Assistant Secretary on March 26, 1943, I hereby designate the Chief, Real Estate Division, as Acting Chief, Office of Plant and Operations, for the purpose of executing leases and related instruments for the acquisition of real property for the use of the Department.

The Chief, Real Estate Division, and the Chief, Lease Section, as Acting Chief of the Real Estate Division, are hereby authorized to accept bids incident to the leasing of real property for use by agencies of the Department.

Arthur W. Stretch

Chief, Office of Plant and Operations

P+O Real Estate

April 1, 1943.

DELEGATION OF LEASING AUTHORITY

Pursuant to the authority vested in me by Paragraph 1712 of the Regulations of the Department of Agriculture, as approved by the Assistant Secretary on March 26, 1943, I hereby designate the Chief, Real Estate Division, as Acting Chief, Office of Plant and Operations, for the purpose of executing leases and related instruments for the acquisition of real property for the use of the Department.

The Chief, Real Estate Division, and the Chief, P+O(RE) Lease Section, as Acting Chief of the Real Estate Division, are hereby authorized to accept bids incident to the leasing of real property for use by agencies of the Department.

(Signed)

William B. Walker
Chief, Office of Plant and Operations

CASalisbury:JW
3-29-43

SPACE 7

THORIZATIONS

April 5, 1943.

Contract Examining Section
General Accounting Office
Washington, D. C.

Gentlemen:

There is enclosed a signed copy of a delegation of leasing authority to the Chief, Real Estate Division and the Chief, Lease Section of the Office of Plant and Operations.

Mr. Charles G. Blumer is the present incumbent of the position of Chief, Real Estate Division and Mr. C. A. Salisbury is now Chief, Lease Section.

Very truly yours,

C. A. SALISBURY

C. A. Salisbury
Chief, Lease Section

Enclosure 1

CASalisbury:JW
4-2-43

Very truly yours,

G. A. Salisbury
Chief, Lease Section

Enclosure -

GASalisbury:JW
2-2-42

12/20/43

To: Mr. Joseph Haley, Acting Chief, (Real Estate Division) > P&O

From: Arthur B. Thatcher, Chief, Office of Plant & Operations

Subject: Temporary Service as Acting Chief, Real Estate Division

In view of Mr. Blumer's leaving for service in the armed forces, it is requested that you serve as Acting Chief, Real Estate Division, pending further action by me.

As Acting Chief, I do not think it advisable to set up any additional authorities insofar as signing leases or awards are concerned. Such authorities as you have at the present time may be exercised but beyond that I believe the documents should come to me for signature pending further determination as to filling the position vacated by Mr. Blumer. As to correspondence and related matters, you should sign as Acting Chief, Real Estate Division.

I am sending copies of this memorandum to Messrs. deVivo and Salisbury for their information.

cc: Mr. J. S. Lucas & Mr. R. J. Weir
Mr. C. E. deVivo
Mr. C. A. Salisbury

ABThatcher:VWJ
12-20-43

BROUGHT FORWARD

December 20, 1943.

Not Mailed
From Secy's Files

12/20/43

To: Mr. Joseph Haley, Acting Chief, Real Estate Division

From: Arthur B. Thatcher, Chief, Office of Plant & Operations

Subject: Temporary Service as Acting Chief, Real Estate Division

In view of Mr. Blumer's leaving for service in the armed forces, it is requested that you serve as Acting Chief, Real Estate Division, pending further action by me.

As Acting Chief, I do not think it advisable to set up any additional authorities insofar as signing leases or awards are concerned. Such authorities as you have at the present time may be exercised but beyond that I believe the documents should come to me for signature pending further determination as to filling the position vacated by Mr. Blumer. As to correspondence and related matters, you should sign as Acting Chief, Real Estate Division.

I am sending copies of this memorandum to Messrs. deVivo and Salisbury for their information.

cc: Mr. J. S. Lucas & Mr. R. J. Weir
Mr. C. E. deVivo
Mr. C. A. Salisbury

To: Mr. Joseph Haley, Acting Chief, Real Estate Division

From: Arthur B. Thatcher, Chief, Office of Plant & Operations

Subject: Temporary service as Acting Chief, Real Estate Division

In view of Mr. Blumer's leaving for service in the armed forces, it is requested that you serve as Acting Chief, Real Estate Division, pending further action by me.

As Acting Chief, I do not think it advisable to set up any additional authorities thereof as signing leases or awards are concerned. Such authorities as you have at the present time may be exercised but beyond that I believe the documents should come to me for signature pending further determination as to filling the position vacated by Mr. Blumer. As to correspondence and related matters, you should sign as Acting Chief, Real Estate Division.

I am sending copies of this memorandum to Messrs. deVivo and Salisbury for their information.

cc: Mr. J. S. Lucas & Mr. H. J. Weir
Mr. C. E. deVivo
Mr. C. A. Salisbury

25, D. C.

December 21, 1943.

Contract Examining Section
General Accounting Office
Washington, D. C.

Gentlemen:

Reference is made to my letter of April 5, 1943, enclosing a copy of a delegation of leasing authority to the Chief, Real Estate Division and Chief, Lease Section of the Office of Plant and Operations, Department of Agriculture.

Mr. Joseph Haley, Assistant Chief, Real Estate Division, has been designated as Acting Chief, Real Estate Division and as such will exercise the authorities delegated to the Chief of the Real Estate Division.

Very truly yours,

C. A. Salisbury
Chief, Lease Section

CASalisbury:JW
12-21-43

See Thalchers memo to Haley dated 12/20/43

Washington, D. C.

December 21, 1943.

Contract Examining Section
General Accounting Office
Washington, D. C.

Gentlemen:

Reference is made to my letter of April 6, 1943, enclosing a copy of a delegation of leasing authority to the Chief, Real Estate Division and Chief, Lease Section of the Office of Plant and Operations, Department of Agriculture.

Mr. Joseph Haley, Assistant Chief, Real Estate Division, has been designated as Acting Chief, Real Estate Division and as such will exercise the authorities delegated to the Chief of the Real Estate Division.

Very truly yours,

O. A. Salisbury
Chief, Lease Section

OASalisbury:JW
12-21-43

Mr. Haley
Mr. Mathews
Mr. Hoffman